



## **JOB DESCRIPTION SENIOR FUNDRAISING OFFICER**

**Employment Type:** Permanent  
**Hours:** Full-Time  
**Remuneration:** £32,000 - £38,000 (subject to experience)  
**Location:** London Office, United Kingdom  
**Responsible to:** Fundraising Manager

### **About iERA:**

iERA is the leading global dawah organisation in the world. We advance the Prophetic Mission of reconnecting humanity with their Creator by inviting them to accept the Oneness of God, His divine names and attributes.

Our work continues in the footsteps of all the great prophets from the very first of them, the prophet Adam, all the way through to Noah, Abraham, Moses, Jesus, until the very last and final prophet, the prophet Muhammad (peace be upon them all).

We deploy over 1000 Dawah Specialists across 31 countries, and on average take 15,000 shahadas per month.

### **Purpose of the Post:**

The role of the Fundraising Officer is an exciting opportunity to use your initiative and creativity to help us develop and improve our income generation, as well as work on exciting yet challenging projects all year round. As part of the role you would be expected to build, nurture and maintain relationships with potential funders. This demanding and varied role requires a committed and responsible person.

### **Main Responsibilities**

- To actively engage with various communities and organisations with the aim of generating funds: including but not limited to, mosques, ISOCs, schools, community groups, Islamic organisations, etc.
- To build and maintain a base of active and engaged volunteers to utilise in your fundraising targets and activities.
- To lead on executing successful TV and online appeals for major campaigns.
- To actively engage with and foster stronger relationships with our large donor base to deliver higher impacting dawah projects.
- To manage iERA's "Destination Dawah" deployments by increasing volunteers and funds raised, in addition to supporting the creation of a volunteer dawah culture.
- To execute events, dinners and challenges nationally to create grass roots awareness and increase income for iERA's strategic growth.

- To coordinate campaigns and fundraising activities at the local level and national level. These will range from stalls at local community events for outreach purposes to campaign launches on iERA narratives.

#### **Other General Duties**

- Utilising the budget to identify and develop new fundraising activities and events in conjunction with the Fundraising Plan in order to reach personal yearly target
- To draw up and implement campaign/event plans with clear measurable outcomes.
- To engage, develop and maintain professional relationships with individual members of the local community, local companies and other community organisations in order to promote one off donations and regular giving.
- To attend networking events and other events to promote the work of iERA.
- To write reports and plans which inform decision making for Senior Management
- To undertake any other duties commensurate with the accountabilities of the post.
- To take part in public speaking activities for fundraising presentations.
- Appear on TV to represent the activities of iERA during campaign periods.
- To participate in meetings associated with the work above.

To maintain all the administrative needs that are associated with fundraising.

**PERSON SPECIFICATION  
SENIOR FUNDRAISING OFFICER**

**E = Essential**

**D = Desirable**

**Qualifications**

- a) A degree level education or equivalent. (D)

**Experience**

- b) Substantial experience on managing and delivering on challenging targets. (E)
- c) At least 2 years proven experience at senior management level in a principally fundraising role. (E)
- d) Significant experience of effectively dealing with stakeholders and strengthening strategic partnerships. (E)
- e) Proven experience in grassroots non-Muslim dawah for at least 3 years. (D)
- f) Experience of leading and managing fundraising, marketing and communication campaigns. (E)
- g) Proven experience of project/ campaign management. (E)
- h) Significant experience of leading, managing and developing people. (E)
- i) Experience of managing large budgets. (D)

**Skill**

- j) Strong written and spoken English, including high level interpersonal and presentational skills, exceptional negotiating and networking skills and high level of tact and diplomacy skills. (E)
- k) Strong people management skills. (E)
- l) Strong IT skills. (E)
- m) Excellent planning and coordinating skills. (E)
- n) Complex organisational problem solving skills. (D)

**Knowledge**

- o) Good knowledge of traditional and non-traditional Community Fundraising models. (E)
- p) Knowledge of effective fundraising initiatives, e.g. large donors, corporate and individual giving, events, digital, social media, trusts. (E)
- q) An understanding of dawah at both a conceptual and practical level. (E)
- r) Knowledge of financial standards, and financial procedures and regulations in charities. (D)
- s) Knowledge of Muslim dawah organisations both domestic & international (D)
- t) Knowledge of financial legislation and good practice. (D).

**Ability**

- u) Ability to work under pressure to agreed deadlines and adapt to change (E)
- v) Ability to work unsociable hours during peak campaigns (D)
- w) Willingness to travel extensively at short notice (E)
- x) Ability to work in a systematic and methodical manner. (E)
- y) Ability to be dynamic and flexible in approach to work. (E)
- z) Ability to manage conflicting and high priority workloads effectively. (E)
- aa) Ability to work on own initiative and delegate appropriately. (E)
- bb) Ability to work successfully in a target driven environment. (E)
- cc) Ability to motivate self and others. (E)

**Commitment**

- dd) Commitment to iERA's mission, vision and values (E)
- ee) Commitment to iERA's ethos (E)
- ff) Commitment to equality of opportunity and diversity (E)