



JOB DESCRIPTION MOSQUE LIAISON FUNDRAISING OFFICER

Employment Type: Permanent
Hours: 2 days per week (pro rata, flexible)
Remuneration: £27,000 - £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 Fundraising Department aims to significantly increase both the **reach and income** from **masjid collections during Ramadan and beyond**. Masjids are a vital part of iERA's community network and play an essential role in supporting and expanding our mission.

This role will focus on **building and nurturing strong relationships with masjids**, recognising them as key partners in the growth of the organisation. Rather than relying solely on calls and written correspondence, the postholder will **actively visit and engage with masjids**, developing long-term partnerships and integrating them into iERA's wider **da'wah framework**.

Main Responsibilities

To achieve the department's objectives, we are seeking a **proactive, sales-oriented individual** to strengthen our fundraising team. The key responsibilities of this role include:

1. Outreach & Relationship Building

- Contact masjids to identify new fundraising opportunities and strengthen existing relationships.
- Conduct regular visits to masjids to nurture partnerships and build long-term engagement within iERA's da'wah network.

2. Promotional Activities

- Distribute posters, leaflets, and promotional materials to raise awareness of iERA's work and campaigns.
- Ensure effective representation of iERA's brand and message at partner locations.

3. Communication & Administration

- Draft and send letters to both existing and potential masjids to secure collections and collaborations.
- Maintain accurate records of contacts, correspondence, and agreed collection dates.

4. Collection Coordination

- Support the coordination of staff and volunteers for masjid and community collections.
- Personally conduct mosque collections during **Ramadan** and throughout the year as required.

**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)

Skill

- i) Strong public speaking and presentational skills (E)
- j) Strong written and spoken English, including high level interpersonal, 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)
- o) Fluency in either Bengali, Urdu, or Arabic to enable effective communication with community members (D)

Knowledge

- p) Sales background, with the confidence and ability to present and promote bespoke projects to Masjid committee members and motivate them to fundraise for these initiatives (D).
- q) Good knowledge of traditional and non-traditional Community Fundraising models. (E)
- r) Knowledge of effective fundraising initiatives, e.g. large donors, corporate and individual giving, events, digital, social media, trusts. (E)
- s) An understanding of dawah at both a conceptual and practical level. (E)
- t) Knowledge of Muslim dawah organisations both domestic & international (D)

Ability

- u) Excellent Telephone manner (E)
- v) Ability to communicate effectively with individuals from all ages and backgrounds (E)
- w) Flexible with working hours, including evenings, weekends, and other unsociable hours during peak campaign periods (D).
- x) Ability to work under pressure to agreed deadlines and adapt to change (E)
- y) Willingness to travel extensively at short notice (E)
- z) Ability to work in a systematic and methodical manner. (E)
- aa) Ability to be dynamic and flexible in approach to work. (E)
- bb) Ability to manage conflicting and high priority workloads effectively. (E)

- cc) Ability to work on own initiative and delegate appropriately. (E)
- dd) Ability to work successfully in a target driven environment. (E)
- ee) Ability to motivate self and others. (E)

Commitment

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