



Muslim Charity – Helping The Needy

Job Title:	Fundraising Officer	Job Category:	
Department/Group:	Fundraising	Job Code/Req#:	MC20104
Location:	Head Office: Retford	Travel Required:	Nationally
Level/Salary Range:	£14,000 - £18,000	Position Type:	Full Time
Reporting to:	Fundraising Manager	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:	www.muslimcharity.org.uk		
Applications Accepted By:			
Fax or E-mail: 01777 703 028 or info@muslimcharity.org.uk Subject Line: Attention: HR Department RE: MC20104		Mail: HR Manager Muslim Charity - Helping The Needy Eaton Hall Retford Nottinghamshire DN22 0PR	
Job Description			
<p>Muslim Charity is a humanitarian and development organization dedicated to overcome poverty and injustice. It is an independent NGO based in the UK. Motivated by faith, it serves all people regardless of religion, race, ethnicity or gender.</p> <p>Job Purpose:</p> <p>Accomplishment of fundraising targets by coordinating fundraising campaigns in different streams, around the country.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To achieve targets by implementing multiple fundraising campaigns in different locations of the country. • To communicate and PR with community, mosques and universities nationally. • To coordinate with the Manager to develop fundraising plans, review fundraising campaigns and develop individual fundraising campaign strategies of implementation. • To raise funds and awareness within the area through contact with mosques, schools, businesses, community groups and the general public at large. • To coordinate with the team of volunteers for fundraising nationally. • To assist the Manager in managing and preparing fundraising records and reports. • To organize fundraising events and associated budgeting of fundraising events. • To attend, promote and raise funds for MC at any event organized by other organizations. • To plan and organize corporate fundraising opportunities. 			



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- To achieve operational objectives by contributing information and recommendations to strategic plans and reviews.
- To update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.
- To enhance departmental and organizational reputation by accepting ownership for accomplishing new and different requests and for exploring opportunities to add value to job accomplishments.

Skills/Qualifications:

The candidate may be educated to graduate level, experience of fundraising with in mosques, community, events, corporate and other fundraising sources is advantageous and have the ability to work under pressure of tight deadlines. The candidate must be computer literate and can use internet, emails and Ms Office.

Fluent in English Language is important, other languages like Urdu, Punjabi, Bengali, Somali, Swahili and Arabic will be an advantage.

A Disclosure from the Criminal Records Bureau (CRB) will be required for this post.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	