

Job Title: Fundraiser

Reports to: Business Manager

Salary: Up to £30,000 pro-rata, depending on experience.

Hours of work: 16-18 hours per week.

Between Monday to Sunday (negotiable). Flexibility required for events and activities taking place during weekends.

Contract: Permanent

Benefits: 28 days including Eid and bank holidays

Summary

Ebrahim College is hiring an experienced fundraiser to join their team. The ideal candidate should possess excellent communication skills, be proactive in identifying fundraising opportunities, establish connections with potential donors, and manage fundraising campaigns. The role includes organising events, writing proposals, and leading volunteers. The candidate will use these skills to help Ebrahim College support its marketing and financial objectives reach its financial targets.

We need a candidate who is self-motivated, displays professionalism, and excels in organisation and research. The candidate should have a passion for Ebrahim College's mission and be highly determined to advance our fundraising endeavours. The candidate should also have expertise in developing and implementing new fundraising strategies as well as having the interpersonal skills to liaise with other departments in achieving these objectives.

Objectives of this role

The responsibilities of this role include promoting awareness of the organisation's mission and work, building a strong network of dedicated donors and volunteers, identifying new fundraising opportunities, planning initiatives to achieve the organisation's financial goals and delivering after sales care to donors and supporters. In furthering these aims and objectives, this position requires fostering strong relationships with external stakeholders and ensuring that major donors are satisfied and informed of the organization's developments.

Responsibilities

- Develop and implement effective strategies to raise fund.
- Manage budget effectively and monitor progress towards desired objectives.
- Plan and execute fundraising events while supervising volunteers.
- Find and research potential donors, including individuals, corporations, and foundations, who are interested in giving gifts.

- Effectively communicate our organization's mission, vision, and programs to prospective donors.
- Provide exceptional after sales services to donors
- Write grant applications and fundraising proposals

Required skills and qualifications

- Educated to degree level or equivalent qualification or experience.
- At least three years of experience in working in a fundraising, sales, or marketing environment.
- Ability to successfully balance priorities while managing multiple tasks and planning events
- Excellent written and verbal communication skill.
- Exceptional relationship-building skills
- Ability to lead and motivate colleagues and volunteers

Preferred skills and qualifications

- Certification, diploma, or similar qualification in fundraising
- Confidence in public speaking
- Experience in writing grant proposals
- Competence with donor management systems