

**Job Description – North Fundraising Manager**

Fundraising staff support the charity's strategic objective to develop Orphans in Need (OIN) as an organisation by raising funds and awareness for its development projects.

To manage all fundraising activities ensuring that maximum funds are raised and the highest level of awareness is gained.

**ROLE RESPONSIBILITIES**

Community Fundraising

* To lead and co-ordinate campaigns and fundraising activities in the North
* To establish, build and maintain relationships with contacts - donors, volunteers, local community leaders & external organisations
* To develop a strong understanding of the market to aid effective decision-making
* To lead on seasonal fundraising campaigns
* To attend, promote & raise funds for OIN at any events organised by other organisations/persons
* To represent OIN at events in a professional and presentable manner and do the utmost to promote OIN
* To develop, implement and maintain the North fundraising plan and budget
* To assist in the creation and implementation of campaign plans with the Communications and Marketing teams and other Fundraising colleagues
* To constantly research new Fundraising methods and implement effective new ideas
* To manage all Fundraising activities in the North ensuring key targets are met
* To monitor and review performance of FR activities on a regular basis
* To ensure an organised and accessible filing and documentation system is maintained and developed
* To securely log all donations and pledges accurately and ensure that clear records of such donations and pledges are maintained
* To fulfil all obligations with regard to the taking of donations
* To keep accurate track of expenses with receipts
* To participate in meetings associated with the work above.
* To ensure that decisions from any meetings or discussions are followed up within the deadlines agreed

## To liaise with and make recommendations to management as and when required

* To provide regular feedback reports to the UK Director
* Any other duties commensurate with the accountabilities of the post

Philanthropy and Corporate

* To develop, revise and implement a Corporate and Major Gift’s fundraising plan and budget for the North with the guidance of the Head of Philanthropy.
* To establish, maintain and develop relations with Corporate Organisations and HNIs in the North.
* To identify and implement creative and diverse initiatives for the continuous improvement of corporate relationships in the North.
* To network extensively with relevant stakeholders for raising funds and awareness for Orphans in Need
* To identify and target organisations with Corporate Social Responsibility plans and Trusts in the North with the objective of building relations with Orphans in Need with a view to securing funds and support.
* To maintain an organised and accessible filing and documentation system.
* To ensure that decisions from any meetings or discussions are followed up within the agreed deadlines.
* To respond to enquiries from both internal and external stakeholders
* To provide regular feedback reports to the UK Director and Head of Philanthropy

**PERSON SPECIFICATION**

**Experience**

* Proven experience of managing a Fundraising team
* Proven experience of raising funds from a variety of sources
* Proven experience of leading and managing fundraising campaigns/activities
* Proven experience of managing budgets
* Proven experience of setting up remote Fundraising teams and offices

**Education**

* Undergraduate/postgraduate qualification (ideally in a related field)
* Industry courses
* Member of industry boards (desirable)

**Skills/Knowledge**

* Knowledge of institutional funding and grants
* Established contacts within UK and International grant and institutional funding organisations
* Strong knowledge of marketing principles and application
* Strong knowledge of the charity sector
* Established contacts with key people in the UK Muslim community and the charity sector
* To have knowledge of fundraising trends, upcoming changes and challenges in relation to community fundraising
* Outstanding verbal and written communication skills
* Skilled communicator across all digital platforms
* A creative thinker with the ability to work across multiple fundraising channels
* Good understanding of KPIs and SMART working
* Ability to negotiate agreement on expectations and outcomes in an extremely busy environment with changing priorities
* Strong understanding of the major fundraising changes and trends affecting the charity sector
* Superb organisational skills with a proven ability to prioritise work to meet deadlines
* Strong interpersonal skills with the ability to build positive relationships and influence others
* Ability to articulate OiN’s vision and mission with passion
* Ability to provide advice and support at all levels within the organisation
* Flexible, adaptable, tenacious and enjoys working in a fast-paced environment
* Highly self-motivated and able to work autonomously, take initiative and make decisions
* Ability to meet deadlines and targets and adopts a goal-oriented approach to work
* Sound knowledge of GDPR regulations
* Commitment to Orphans in Need’s core values and strategic direction
* Strong planning and organisation skills
* Project management skills
* Event management skills
* People management skills
* Strong presentation and public speaking skills
* Financial management skills
* Excellent communication and interpersonal skills
* Ability to use social media for the purposes of engaging stakeholders
* Ability to write well
* Ability to negotiate effectively with a diverse range of people internally and externally
* Ability to think creatively and strategically at all times
* Ability to gain trust and confidence of stakeholders
* Ability to network and establish and maintain key contacts