

## **Full Time Fundraising Officer**

- Salary: £30,000 - £33,000 per annum
- Hours: 40 hours per week
- Holidays: 20 days paid holiday + Bank holidays + Eid days
- Reports to Head of Community Development and Engagement
- Based at London Head Office

### **THE ORGANISATION**

MEND (Muslim Engagement & Development) is a not for profit company working towards enhancing the active engagement of British Muslim communities in our national life, particularly in the fields of politics and the media. We aim to achieve this by:

- Providing critical commentary and analysis on the high volumes of news content and media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions
- Working with Muslim and non-Muslim organisations to ensure that Islamophobia is regarded as just as socially unacceptable as anti-Semitism and other forms of racism and xenophobia
- Working with mainstream organisations and in policy forums and public consultations, such as select committees and the Leveson Inquiry to provide informed, critical perspectives on policy issues and to ensure an accurate and balanced portrayal of Islam and Muslims in the media

## THE ROLE

This is a key role that will help sustain the work MEND is delivering. It will require the post holder to develop, manage and deliver the fundraising strategy to raise / maintain an agreed amount from a range of sources across the UK using innovative methods, including typical fundraising events, Standing Orders amongst others.

Main duties and responsibilities:

- To work on the development, delivery and monitoring of the fundraising strategy and annual fundraising plan.
- To develop and deliver fundraising initiatives and campaigns both in the community as well as online campaigns, events and activities.
- To identify and build regular and consistent funding streams for MEND
- To achieve clear fundraising targets as set out by MEND
- To maintain up to date records of all fundraising work and provide regular reports to management
- To develop and maintain good working relationships with donors/potential donors
- To develop fundraising teams in each of the region MEND is working in collaboratively with the relevant Regional Manager
- To travel different regions in the UK to develop and establish fundraising strategies, campaigns and delivery
- To develop, nurture and build fundraising volunteers in the regions MEND is working in

## THE CANDIDATE

The successful candidate will possess:

- Degree Level qualification or equivalent
- At least 3 years' experience of Fundraising work
- Examples of proven successful fundraising campaigns
- Exceptional interpersonal skills
- Work effectively as part of a team
- Excellent organisational and time-management skills
- Dynamism with proven finance and administrative track record
- Ability to work hard with minimal support
- Experience of working with Islamic organisations in the UK
- Share a deep passion for the objectives of MEND
- A willingness to travel throughout the UK

To apply (or for more information), Please email your **CV and cover letter** to [manija.omar@mend.org.uk](mailto:manija.omar@mend.org.uk), stating clearly why you are suited for the post.

Closing date for applications: **Monday 13<sup>th</sup> April 2015**