

Islamic Relief Worldwide

Islamic Relief UK (IRUK)

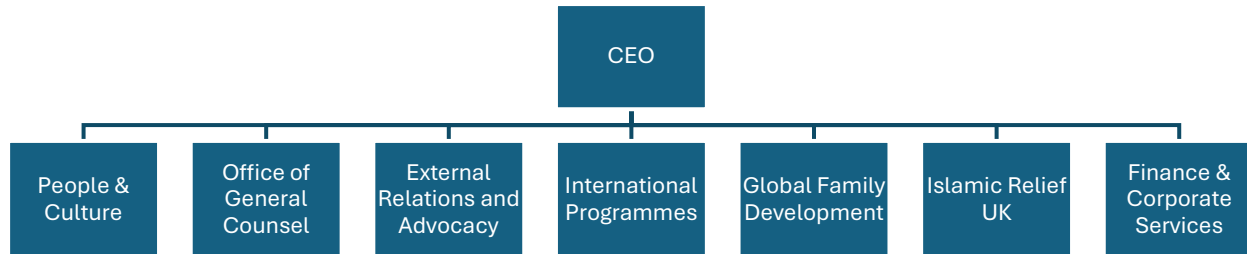


Regional Community Fundraising Manager

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| BASE LOCATION: | Scotland Region – Glasgow |
| REPORTING TO: | National Community Fundraising Manager |
| LINE MANAGEMENT | Senior Community Fundraising Officer x1 |
| RESPONSIBILITIES: | Community Fundraising Officer x1 Admin Officer x1 |
| ISLAMIC RELIEF: | |
| <p><i>Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of colour, race or religion. Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a key, well known and respected aid agency in disaster relief and the ongoing development of people in over 25 countries. It specialises in Education & Training, Health and Nutrition, Water & Sanitation, Income Generation, Orphans' Support, Emergency Relief and Disaster Preparedness. Islamic Relief is a member of the Disasters Emergency Committee (DEC) and is an implementing partner for FCDO, ECHO, the World Food Programme and UNHCR.</i></p> | |
| PURPOSE OF DIVISION (IRUK) | |
| <p>Islamic Relief UK (IRUK) is a Strategic Business Unit (SBU) that is part of Islamic Relief Worldwide. IRUK's focus is strengthening effective funding, mobilising for change through advocacy and awareness-raising, and strengthening programme development and delivery. IRUK works with various partners and institutions, from governments, non-governmental organisations and local authorities to grassroots communities.</p> | |
| PURPOSE OF DEPARTMENT (Fundraising): | |
| <p>To develop and implement strategies to increase the funding income of Islamic Relief through a range of fundraising initiatives and through acquisition and retention of volunteers and supporters.</p> | |
| JOB PURPOSE: | |
| <ul style="list-style-type: none"> • To develop and manage a fundraising strategy for the assigned region to meet set objectives, and ensure delivery • To optimise sustainable supporter led fundraising in the assigned area - recruiting and working in partnership with key stakeholders and networks to maximise impact, cost effective delivery and ensuring all activity complies with organisational and legal requirements • Work collaboratively with colleagues in other areas, regions, departments/sections to optimise profitable joint working and deliver shared objectives • Be the key Islamic Relief staff point of contact and representative for your assigned region | |



ORGANISATION CHART



KEY WORKING RELATIONSHIPS

- Working with the National Community Fundraising Manager, National Community Fundraising Operations Manager, Head of Fundraising, the regional and wider Community Fundraising team.
- Work with new and existing local support groups and individuals. Work with the local Islamic Relief volunteer teams to motivate and influence new and potential local support groups.
- Work with external suppliers and other functions of Islamic Relief where relevant information, resources and support is required.

SCOPE AND AUTHORITY

Scope of the Role:

- Managing the regional Community Fundraising team (London and South region) with agreed strategy and action plans
- Strategic input in making department decisions
- Working across all teams to ensure the adequate management of existing community fundraising prospects to ensure Islamic Relief is developing a strong base of holistic support from the new and existing groups
- To ensure that fundraising activity is implemented and managed locally to deliver budgets, targets and income in line with National and Regional plans and strategies
- To ensure the fulfilment of financial targets set by the National Community Fundraising Manager
- To recruit, identify, engage and develop relationships with key stakeholders within the community who actively fundraise for Islamic Relief



Responsibility for Resources:

Responsible for resources assigned to the regional Community Fundraising team that assist with the activities and work of Islamic Relief, including vehicle, fundraising materials, merchandising items, mobile handset, PDQ machines, Barclays miura devices etc

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:

1. Financial

- Prepare, monitor and evaluate financial targets and expenditure for the region, reporting progress regularly, identifying any potential shortfalls and activity to address.
- Monitor income and banking deadlines.
- Oversee return on investment on partnership, sponsorship and event investments.
- Develop and manage a pipeline of prospects.

2. Management of the London and South Fundraising team

- Lead, manage and motivate a team of fundraisers to achieve the national volunteer fundraising strategy providing clear guidelines, plans and deliverables.
- Ensure regular feedback is given to team members, issues and concerns highlighted and remedial action is agreed and implemented.
- Oversee the setting and implementation of objectives for direct reports and the regional fundraising team as a whole, aligned to the organisations strategy and departments work plans.
- Carry out regular 1:1 meetings and annual appraisals and actively performance manage staff.
- Ensure the regional team understand and adhere to policies and procedures as directed.

3. Planning

- Plan and implement a proactive programme of activity in the region to achieve financial and non-financial objectives in consultation with the National Community Fundraising Manager.
- Identify and use the resources needed to meet regional goals, objectives and financial targets.
- Lead the team to be proactive and planned.

4. Volunteers and Networking

- Recruit, manage and develop key volunteers to implement and support the delivery of agreed goals of the fundraising plan, actively managing role rotation and succession.
- Network proactively and work with individuals and groups in the community including individuals, organisations, and educational establishments in support of your objectives, prioritising to optimise income generating potential.
- Build relationships across other Islamic Relief teams in your areas – Fundraising, Communications and Support Services to manage the development, implementation and achievement of Community Fundraising plans and goals.
- Train and equip key supporters and volunteers with the knowledge, motivation and understanding to implement their role in the community on behalf of Islamic Relief.



- Optimise local media and awareness raising opportunities, devise and implement local marketing campaigns in support of local, regional and national departmental initiatives in conjunctions with relevant functions within the Communications department.
- Advise and optimise the fundraising of supporters who wish to fundraise through their own efforts for Islamic Relief ensuring this is legally and organisationally compliant and aiming to develop their long term potential to Islamic Relief.

5. Other

- Report regularly on all activity, identifying any risk factors and action to address.
- Conduct all activity in a 'supporter centric' manner, actively seeking to grow lifetime commitment.
- Ensure all activity is conducted within the up to date supporter and data management policy and practices of the department as well as clearly planned, monitored and evaluated with sharing and application of learning.
- Facilitate the delivery of wider departmental and organisational goals through the Community Fundraising networks of your area.
- Lead on assigned development projects, working cross regionally and departmentally as appropriate.
- Act as the main point of contact and representative for the London and South region.

General duties

- Be flexible within the broad remit of the post.
- Comply with organisational policies and practices.
- Encourage effective cross departmental working through personal example.
- Keep professional knowledge and expertise up to date.
- Attend internal and external meetings as required and contribute positively.
- Undertake any other duties commensurate with this post as reasonably requested by the line manager.



PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and empathy with the Islamic values and principles as well as commitment to IRW's vision and mission.

Essential criteria:

Experience:

- Proven experience of managing staff and/or volunteers to reach their potential
- Proven experience of budgeting and use of KPIs to monitor and manage financial performance
- Significant voluntary or professional fundraising experience
- Proven experience of stakeholder relationship management
- Proven experience of project management
- Proven experience of working effectively without close supervision dealing with problems as they arise
- Proven experience of people management including performance reviews, management development, motivation and effective management of performance issues
- Delivery of outcomes through others – peers, volunteers or staff – in a professional or voluntary context
- Proven experience of delivering professionally in a target driven role

Knowledge, Skills and Attributes:

- Proven ability to make the ask and secure financial or other support
- Credibility and confidence to have challenging conversations and influence at all levels
- Excellent people management skills and ability to distance manage a team, ensuring they are supported and motivated to achieve fundraising targets
- Excellent budget management skills to maximise contribution
- Working understanding of the legal requirements affecting community-based fundraising and data protection regulations
- Broad understanding of fundraising techniques and the specific value, role and techniques utilised within Community Fundraising activity
- Able to work outside an office environment and manage remote relationships
- Elements of fundraising feasibility assessment required to make informed decisions on ideas/concepts
- Use of Microsoft Office, data bases and internet to deliver business goals
- Well-developed interpersonal skills, able to communicate effectively both verbally and in writing as well as build relationships with people of all backgrounds, levels and settings including business, social and educational
- Able to inspire others, mentor and coach them in goal delivery
- Strong presentation and facilitation skills with ability to engage and inspire a wide range of audiences
- Ability to formulate, implement, monitor and evaluate plans in a cycle of continuous improvement
- Able to prepare a compelling 'case for support' to capitalise on fundraising opportunities and match organisational need with potential supporters
- Ability to manage and resolve conflict
- Proven ability to manage multiple priorities and conflicting demands, delegate, organise and plan time effectively



- Initiative - ability to formulate own ideas and action plans. Implementing own initiatives and those of others to achieve organisational objectives
- Resilient and solution focussed – able to deal positively with setbacks, identify and implement solutions to difficulties
- Creative – able to identify and seize opportunities, based on insight and rational assessment
- Work to established and develop systems for tracking and monitoring progress of events and projects
- Work flexibly to support the departments priorities and to maximise opportunities
- Able to work independently as well as collaboratively
- Degree educated or equivalent professional experience

Other requirements:

- Current UK driving licence

Desirable criteria:

- Have a flexible approach to work in order to accommodate events, functions and work activity
- Willingness to travel nationally and internationally, and at short notice

Signed by: _____ (Line Manager)

Signed by: _____ (Post Holder)