

Job Title: Community Fundraiser x3

Reports to: Fundraising Manager

Location: London, Birmingham & other cities

Hours: Full-time (40 hours a week), Part-Time (20 hours a week), and one month only + Overtime

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as the future of their families, their community, and society at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

Job Overview:

A Community Fundraiser is a skilled individual who is able to fully understand all of the work the charity does and convey it to various communities, networks, organisations and stakeholders effectively in order to increase the awareness of the organisation and expand its reach to enable donations and funds to come into the charity.

Key Responsibilities:

- Identifying fundraising opportunities within the community
- Identifying, recruiting, and managing local volunteers
- Motivating and managing volunteer fundraising groups to increase the funds they raise
- Managing communications with local supporters
- Building strong relationships with major donors, companies and community centres
- Preparing and delivering presentations for a range of supporters
- Managing donor and supporter databases for the community
- Managing a fundraising budget and ensuring fundraising targets are met
- Managing donor retention providing feedback to major donors and companies
- Carrying out in-person collections, organising stalls, and organising events at community centres
- Working with the marketing team to implement localised fundraising campaigns and events
- Raising awareness of the organisation's work

Skills:	Essential	Desirable
Excellent written, verbal communication and presentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Great listening & ability to build & maintain professional relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project management and time management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong user of Microsoft Office Programs (Word, PowerPoint & Excel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in community fundraising activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sales, customer service and negotiation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Competencies:	Essential	Desirable
Strong attention to detail and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creative, imaginative & entrepreneurial attitude towards fundraising	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conflict resolution and critical thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure and conflicting demands, and prioritise tasks and workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard working, resourceful and eager to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tact, discretion, and respect for confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional requirements:

- Flexibility of working outside working hours occasionally & expected during campaigns
- Flexibility to travel across the UK

Salary:

- Full Time: £26,008 per annum

Note: Responsibilities articulated in this job description are subject to review and changes and depending on the needs of the organisation at any given time