



Job Title: Fundraising and Events Manager - (permanent, full time)

Location: Birmingham, West Midlands (Hybrid)

Salary: £27,283 - £32,608 per year, depending on experience

Job description:

This is an exciting time to join the team in a newly created fundraising and events manager role focusing on appeals, campaigns, and events during a significant period of growth for the ISRA UK charity.

This varied, highly collaborative, and strategically focused role will require you to work independently and confidently, developing important relationships with key, and senior, stakeholders externally and across the charity.

We look forward to having a confident, self-starter join our small yet supportive and growing team.

Key Responsibilities:

- Work flexibly across departments to project manage inspiring and impactful fundraising initiatives and engagement targets as agreed.
- To be creative and innovative, looking across the sector and region for new activities to maximise fundraising opportunities.
- Work with the ISRA UK community coordinator and volunteers to support individuals, community groups and local companies organising their own fundraising events and activities, providing excellent donor care and support, whilst sharing fundraising knowledge and best practise.
- Create comprehensive project plans and budgets for each activity to include detailed project delivery schedules, risk assessments, promotional plans and post activity analysis.

- Develop corporate partnerships to secure sponsorship for events where appropriate and possible.
- To build strong local networks with the local community and external stakeholders and work with fundraising colleagues to share learnings and promote other fundraising products and activities.
- Maintain up-to-date knowledge on fundraising and event news, trends, techniques and best practice.
- Ensure all activities comply with the Fundraising Code of Practice and relevant law and regulations.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

General Responsibilities

- To undertake all mandatory training as required and participate in appropriate in-service training as and when required, and adhere to latest GDPR legislation.
- To undertake an appraisal and personal development review annually and through self development, continuously update and improve knowledge and competencies.
- To co-manage all volunteers used in your area and to develop effective working relationships providing regular feedback on their performance.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Cooperate fully in the introduction of any new technology and new methods as appropriate.

Measures of Performance

- Contribution to department's finance targets
- Demonstration of creativity, particularly in the development of new ideas
- Understanding and interpretation of results, performance and sector trends
- Strong working relationships with colleagues and volunteers across the organisation
- Success of probationary period depends on achieving KPI (Key Performance Indicators) targets.

Special Conditions

- Full driving license with full time access to your own car and appropriate business insurance preferable.

- Occasional national and international travel will be required.
- Able to work some evenings and weekends.

Other responsibilities:

You will be critical to the successful delivery of the appeals, campaigns, and events element of the fundraising strategy and to the charity's wider and exciting growth ambitions to embed fundraising and create a step change in the role of charity across the Trust.

You will shape and lead on a portfolio of events for the charity to ensure that income is maximised from this important income stream. You will also lead the creation, planning and successful implementation of the charity's appeals and campaigns programme, forging strong relationships with corporate and sponsorship partners, and raising awareness of the charity within the wider West Midlands area.

Working for our organisation:

ISRA UK donors and staff are at the heart of all that we do and that is to provide a world class service that aligns with our vision of "excellent health care, improved health for all". We are seeking to recruit staff who share our vision and values of making ISRA UK an incredible workplace, and have a good understanding of Islamic charitable principles.

We are committed to becoming a diverse and inclusive employer, where people feel a sense of belonging. Seeking to expand diversity within our teams, we positively encourage applications from under-represented groups.

We are committed to home life balance through flexible working and making reasonable adjustments where possible.

Join Us:

If you are a compassionate and results-driven leader looking to lead our efforts in building a better, more resilient future, we invite you to apply. Help us make a lasting impact on the lives of those affected by crises. Together, we can create positive change and inspire hope.

Application Process:

To apply, please submit your CV along with a covering letter of no more than 750 words outlining:

- Your passion for humanitarian aid and commitment to making a positive impact
- Your relevant leadership experience and achievements in the non-profit sector
- Your approach to fundraising and building meaningful partnerships
- Your vision for driving our charity's growth and impact.

Please email your application to info@israuk.org by **Monday 15th January 2024**. Shortlisted candidates will be contacted for interviews.

ISRA UK is an equal opportunity employer. We encourage candidates from all backgrounds to apply.