

iQra International

Candidate Information for the role of Fundraising Coordinator

iQra International specialises in supporting poor disabled children to receive free medical treatment in third world countries. To date, thousands of people have received medical assistance and support from the charity including Physiotherapy, Speech and language therapy, Occupational therapy, Cataract operations, etc. Furthermore, when natural disasters occur, the charity has provided emergency relief across the world as well as providing sustainable development in the form of communal tube wells, pushcarts, sewing machines and building of new homes. While our primary focus has been on Bangladesh, we have also undertaken projects in Albania, Indonesia, Iran, Nigeria, Pakistan, The Gambia, Sierra Leone, Somalia and Zimbabwe.

Job Description for the role of Fundraising Coordinator

Job title: Fundraising Coordinator
Salary: £20,000-25,000 per annum, plus performance related bonus
Responsible to: Chief Executive Officer (CEO)

Job Purpose:

The successful candidate will plan and deliver everyday fundraising activities, including organising fundraising events and campaigns, contacting donors and engaging volunteers. On occasions, the successful candidate will be required to work on evenings/weekends for events and any other charity related activity.

Key Activities:

You will support the planning, implementation and review of all fundraising activities.

The Fundraising Coordinator will:

- Lead on day-to-day fundraising at the charity
- Organise fundraising events, campaigns and initiatives while maintaining budgets
- Develop a long-term fundraising strategy with the support of the CEO
- Effectively utilise the Public Information System in the office to generate income from advertising as well as developing new avenues for income generation.
- Making public appeals to raise funds at community events and institutions
- Make calls and send receipts to donors about pledges and update donor database.
- Maintain and develop good working relationship with other bodies and organisations
- Prepare publicity for fundraising campaigns and events.
- Organise collections for the charity at external organisations, institutions and events
- Develop digital fundraising campaigns, using appropriate channels such as email, social media, website, etc.
- Oversee volunteers including recruiting and supporting volunteers and interns.
- Keep accurate records of daily activity, i.e. timesheets, tasks, contacts, etc.
- Providing regular reports to line manager as required.
- Lead any committees or working groups as directed.

Application Deadline: 5pm, Friday 22nd March 2019. Interviews week commencing 25th March 2019.

To apply, submit the job application form to info@iqrainternational.org

(Application form can be located on the iQra International website: <http://www.iqrainternational.org/Careers>)

THE JOB DESCRIPTION IS SUBJECT TO REVIEW AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE ORGANISATION.

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Person Specification for the role of Fundraising Coordinator

Candidates will be required to demonstrate evidence of all the essential criteria in the application process and interview.

1	Skills and Experience	
1.1	Experience of planning and implementing community-based fundraising campaigns and/or events	E
1.2	Experience and understanding of using social media for digital fundraising	D
1.3	Excellent telephone and interpersonal skills	E
1.4	Ability to keep records effectively	E
1.5	Ability to communicate information to the public and other organisations by phone, email, letter, presentation and/or event	E
1.6	Good organisational skills	E
1.7	Good written and verbal communication skills	E
1.8	Competent in using Microsoft Office Applications including Word, Excel and Presentation	E
1.9	Ability to use and manage website for fundraising and campaigns	D
1.10	Writing grant applications	D
2	Personal Qualities	
2.1	Ability to work under pressure	E
2.2	Multi-tasking and meeting deadlines	E
2.3	Creative, Passionate and Self-motivated	D
2.4	Punctual and has outstanding attendance record	E
2.5	Ability to work as a team member	E
2.6	Flexible and adaptable	E
2.7	To abide by and promote iQra Internationals mission and values	E

E = Essential D = Desirable

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