

AS-SUFFA



Post Title: Fundraising Officer, As-Suffa Relief

Reporting to: CEO/Fundraising Manager, As-Suffa Relief

Location: Birmingham (Hybrid)

Salary: competitive, negotiable + bonus structure

Employee benefits include: 28 days leave (inclusive of bank holidays) + 5 days for Eid. Pension scheme. Access to educational courses. Free onsite parking. International deployment opportunities.

Job Description

INTRODUCTION

As-Suffa Trust is a UK-based charity working to make a difference across the globe through Islamic Education, Outreach, and International Relief. Guided by our Islamic values, the charity aims to alleviate poverty and suffering across the world.

THE ROLE

As-Suffa Relief is seeking an experienced and dynamic Fundraising Officer to drive our fundraising initiatives. The successful candidate will play a crucial role in delivering effective fundraising strategies to maximize our income, fostering donor relationships, and ensuring the financial sustainability of our vital humanitarian projects.

Key Responsibilities:

- Contribute to and Implement Fundraising Strategies:*
 - Deliver fundraising plans to achieve financial targets and organisational goals.
 - Identify and capitalise on diverse fundraising opportunities, including individual giving, high net worth donors, corporate partnerships, grants, events, challenges, and campaigns.
- Donor Cultivation and Relationship Management:*
 - Cultivate and maintain relationships with existing and potential donors, supporters, and partners.
 - Maintain and update the donor database.
 - Ensure donor pledges are fulfilled.
 - Communicate effectively with donors, keeping them informed about the impact of their contributions and the progress of As-Suffa Relief's projects through high quality reporting.



3. Fundraising and Event Planning:

- Organise and coordinate fundraising collections, events, campaigns, deployments, and activities to engage the community and generate financial support.
- Be the main point of contact for nationwide masjid collections.
- To represent the charity at relevant events and activities - including public speaking
- Collaborate with marketing and communications teams to promote events and initiatives effectively.
- Develop and maintain relationships with Muslim community institutions, organizations and community groups, including Masjids.
- Organize and participate in Masjid fundraising collections for Ramadan and throughout the year.
- To carry out fundraising administrative duties.

4. Compliance and Ethics:

- Ensure all fundraising activities comply with relevant legal and ethical standards.
- Stay informed about industry best practices, regulations, and trends in fundraising.

The above list is not exhaustive, and you may be required to take on additional duties within the remit of the role.

Qualifications & Skills

Category	Criteria	Requirement
Qualifications & Skills	Bachelor's degree in a relevant field (Business, Nonprofit Management, Fundraising, etc.)	Desirable
	Proven experience in fundraising, with a focus on individual giving and event management.	Essential
	Experience of coordinating fundraising volunteers	Essential
	Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.	Essential
	Experience of public speaking	Desirable
	Excellent writing and presentation skills, especially in the context of donor communications.	Essential
	Familiarity with the Islamic charity sector and a commitment to As-Suffa Relief's mission.	Essential
	Understand the diversity, issues and social and cultural nuances within local Muslim communities and how this impacts community engagement, volunteering, fundraising and the organization.	Essential
	Knowledge of fundraising software and tools.	Essential

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	Experience of fundraising during busy periods such as Ramadhan and Eid Al Adha	Essential
	Knowledge of Urdu, Bangla and/or Arabic.	Desirable
Other Requirements	Ability to travel nationally and internationally when required.	Essential
	Some fundraising activities take place on weekends and evenings, so flexibility is required. Must be available throughout Ramadan.	Essential
	Hold a valid UK driving license and have full access to your own car.	Essential

This post is subject to a Disclosure and Barring Service (DBS) check.

The **closing date for applications is 31st January 2024**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to info@as-suffa.org

Please note, for UK-based roles, we are only able to accept applications from candidates who are eligible to work in the UK. We are unable to progress applications which would require sponsorship.