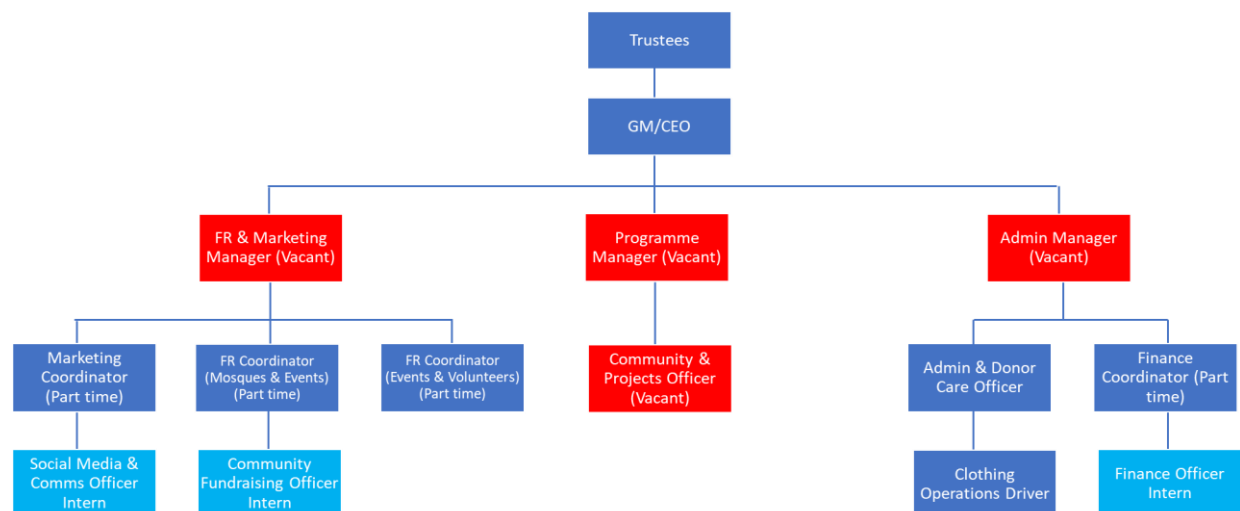


# Islamic Relief Ireland

## Fundraising (FR) Coordinator – Events & Volunteers

<b>BASE LOCATION:</b>	Dublin, Ireland
<b>REPORTING TO:</b>	General Manager
<b>LINE MANAGEMENT RESPONSIBILITIES:</b>	Volunteers
<b>CONTRACT TYPE:</b>	Part-time
<b>JOB PURPOSE:</b> This role is to ensure that Islamic Relief Ireland’s message is disseminated on a grass roots level in the region and create awareness and as a result, instigate and support community activities to raise money for the specified cause. The post holder is to develop and implement strategies to increase the funding income of Islamic Relief Ireland through a range of fundraising initiatives and through acquisition & retention of supporters in Ireland and ensuring all activity complies with organisational and legal requirements.	

### POSITION OF FR COORDINATOR WITHIN THE STRUCTURE



### KEY WORKING RELATIONSHIPS

- Working with line manager, Ireland General Manager and the Ireland team, external suppliers and other functions of IR where relevant information resources and support is required.
- Work with existing local support groups and individuals to develop members or leaders of IR volunteer teams. Work with the local IR teams to motivate and influence new and potential local support groups

### SCOPE AND AUTHORITY

1. Actively recruit, accounts manage and develop a growing portfolio of prospects interested in developing into Islamic Relief Ireland committed supporters.
2. Working across all teams to ensure the adequate management of existing community fundraising prospects to ensure Islamic Relief Ireland is developing a strong base of holistic support from the new and existing groups.
3. With support of line manager, develop a country wide awareness and fundraising strategy to improve relations with centres, schools, and the like according to agreed objectives.
4. Amend and implement annual plan as per change in circumstances.
5. To ensure that fundraising activity is implemented and managed locally to deliver budgets, targets and income in line with National plans and strategies.
6. Recruit and work with individuals within the community who actively fundraise for Islamic Relief Ireland.

### **Responsibility for Resources**

- Agreed activity budgets
- All IR materials and assets that assist with activities
- Responsible for resources that assist with responsibilities and work nationally

### **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief's 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. Plan and deliver fundraising initiatives at the local level**

- Raise funds and awareness within the country through contact with schools, mosques, businesses, community groups and the general public.
- Establish and maintain contacts - donors, volunteers, local community leaders & external organisations.
- Draw up and implement annual plans for schools, mosques, businesses, community groups and the general public.
- Identify and research local market - strengths, weaknesses, opportunities and threats.
- Investigate and develop new ways of raising funds.

#### **2. Organise and coordinate fundraising and promotional events in the region.**

- Ensuring that local fundraising events, activities and collections etc (including outreach collections) run effectively and are well planned, marketed and supported
- Assist in the coordination and implementation of national events when required.
- Coordinate national events upon request from line managers.

- Organise and coordinate fundraising and promotional events with schools, mosques, businesses, community groups and the general public, in order to raise funds and awareness within the community.
- Organise digital and print marketing working together with Irish colleagues and staff at Islamic Relief Worldwide

### **3. Draw up and implement national plans**

- Draw up and implement national annual/ campaign/activity plans with line managers according to agreed objectives and budgets
- Coordinate plans with other key personnel and volunteers.
- Anticipate and overcome potential problems.

### **4. Develop strong volunteer networks nationally**

- Ensure volunteers are recruited to support Islamic Relief Ireland activities.
- Ensure all volunteers working with Islamic Relief Ireland are properly registered, inducted, trained and developed.
- Maintain and update a volunteer database for your area of work.
- Maintain an organised and accessible filing and documentation system.
- Fulfil all obligations with regards to the collecting and processing of donations.
- Oversee and assist in the bookkeeping and administration of the office.
- Ensure relevant reports are completed within agreed timeframe

### **5. Attend events & meetings and ensure actions are followed up**

- To participate in events & meetings requested by the line manager and others associated with the work above
- Respond to local enquiries from supporters and institutions about IR's work.
- Liaise with management as required.
- Communicate with external organisations including the local media, local authorities etc and make presentations to audiences.
- Attend, promote & raise funds for Islamic Relief Ireland at any event organised by third parties.
- Oversee aspects of work where volunteers are involved.

### **6. Fulfil administrative duties in relation to responsibilities.**

- To ensure that decisions from any meetings or discussions are followed up

### **7. Ensure Communication procedures are established and adhered to**

- Communicate performance with the line manager.
- To ensure regular reporting on activities, campaigns and produce an end of year report.

### **8. General Duties of Islamic Relief Ireland staff Member**

- Contribute to the effective and efficient running of Islamic Relief Ireland as appropriate
- Participate, as appropriate, in Staff forums and Meetings as requested by line manager
- Adhere to Islamic Relief's Policies and Procedures
- Represent Islamic Relief Ireland to the wider community as appropriate
- Treat all colleagues, volunteers and members of the public with dignity and work within and adhere to Islamic Relief's equal opportunities statement and policies.
- Ensure professionalism and credibility at all times
- To upkeep the reputation and values of Islamic relief Ireland at all times
- Any other task as deemed appropriate by line manager

### **Person Specification (Essential)**

It is essential that the post holder shows a good understanding and sympathy with Islamic values and principles as well as commitment to Islamic Relief Ireland's vision, mission and core values. Strong preference will be given to candidates who demonstrate exceptional public speaking skills, capable of engaging and inspiring diverse audiences with their dynamic and persuasive communication style.

### **Experiences:**

- Driving licence. Valid driver's licence is a mandatory requirement
- Significant voluntary or professional fundraising experience
- Delivery of outcomes through others – peers, volunteers or staff – in a professional or voluntary context

### **Knowledge:**

- Understanding of the motivational and management needs of volunteers
- Working understanding of the legal requirements affecting community

### **Abilities:**

- 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
- Budgeting and use of key performance objectives to monitor and manage financial performance
- Elements of fundraising feasibility assessment required to make informed decisions on ideas/concepts
- Use of Microsoft Office, databases and internet to deliver business goals
- Understanding of equalities and diversity and how it affects this role, the organisation and volunteers/supporters.
- Well-developed interpersonal skills, including the ability to communicate effectively both verbally and in writing, build relationships with people of all backgrounds, levels, and settings, including business, social, educational, and public speaking engagements.

- Strong presentation and facilitation skills with ability to engage and inspire a wide range of audiences
- Able to motivate others, mentor and coach them in goal delivery
- Ability to formulate, implement, monitor and evaluate plans in a cycle of continuous improvement
- 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
- Entrepreneurial and creative – able to identify and seize opportunities, based on insight and rational assessment.
- Work to established systems as well as develop new systems for tracking and monitoring progress of events and projects.
- Work flexibly to support work priorities and to maximise opportunities
- Able to work independently as well as collaboratively
- Use information technology systems and packages within a work environment that will assist with this role.
- Fluent written and spoken English is essential and a working knowledge of a second language Arabic/ Urdu will be desirable.

**Circumstances:**

- Willingness to be flexible about hours and location of work in order to accommodate events, functions and work activity. The role requires travel throughout Ireland, late nights and overnight stays.