

JOB DESCRIPTION

Fundraising Manager (Full-Time)

SUMMARY

Title: Fundraising Manager
Salary: £36,000 - £48,000
Reporting to: MD
Hours: 40 hours per week
Contract: Full-Time, Permanent
Location: Mixture of working from home and some days in office (East London)

APPLICATION DEADLINE: 30/09/2022

THE ORGANISATION

Beginning our journey in 2006 to see every Muslim confident and impacting the world, islam21c's mission is to inspire and empower Muslims with prophetic guidance and solutions through transformational digital content.

We seek to develop confident Muslims, who are able to bring positive, practical change to society. We believe this can be achieved by authentic Muslim voices, orthodox Islamic guidance, and contemporary advice across the digital expanse.

Alhamdulillah our content is read, viewed, and listened to by millions across the globe.

THE ROLE

The Fundraising Manager is an energetic, driven, dedicated, individual, who loves to learn, execute with excellence, strongly believes in our mission and is excited by creating change through transformational digital content. They will be responsible to help create and spearhead i21c's income generating strategy for both sales and fundraising that will allow the organisation to continue to grow and expand its essential work. The role is responsible for overseeing engagement and nurturing of i21c's relationship with donors and supporters.

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- **Strategy development:** Research, develop and recommend the strategic income generating and supporter engagement direction for i21c and head the implementation of the strategy.
- **Income Generation:** Meeting annual income targets through creation and implementation of different online and offline fundraising and sales campaigns. Grow the income over the next 5 years in a sustainable manner to help improve stability.
- **Leadership and management:** Lead and manage a team of staff and volunteers. Helping them buy-into the vision and mission of i21c and create a strong culture based on our core values. Oversee all fundraising activities ensuring they are being delivered in the best possible manner.
- **Asset Creation:** Lead and oversee the development of critical assets ensuring they are fulfilling their strategic purpose and are in line with latest industry trends.

- **Department Operations:** Oversee development and implementation of i21c's fundraising team to ensure i21c is working in an efficient and effective way following best practices and targets are being met. Ensure all data is being tracked and using data to analyse performance and make decisions.
- **Donor Engagement:** Nurturing a relationship with donors, stakeholders, partners and engaging them with regular periodic updates. Representing i21c internally and externally.
- **Growth:** Researching and understanding fundraising and donor engagement trends and looking for ideas and avenues for growth.

PERSON SPECIFICATION

- Degree is desirable.
- At least five years of experience in planning and implementing campaigns with a proven track record of success.
- Experience in planning and overseeing budgets.
- Experience in growing, leading, managing, and holding to account a team of staff and volunteers.
- Team player yet confident working alone, with ability to identify and formulate thoughts on critical issues.
- Able to grasp and interpret i21c's vision and mission and create narratives and compelling campaign around them.
- Ability to look beyond own area of expertise, and willing to go the extra mile to learn, develop and deliver results.
- Ability to work well under pressure, to meet tight deadlines in a stimulating environment while managing multiple campaigns.
- A personal commitment to our vision and mission.
- Professionalism and best practice in all duties.
- Proficiency in using standard word processing, financial modelling and presentation software and online tools.
- Excellent written and verbal communication skills.
- Broad knowledge, empathy, and understanding of Islamic principles
- Excited by change, loves working in an active, fast-paced environment, and is committed to inspiring confidence and creating impact.

HOW TO APPLY

In order to apply for this role, you must have the right to live and work in the United Kingdom.

The deadline for applications is 9:00pm on Friday 30th September 2022.

Please submit your CV and a cover letter of no more than two sides.

In the cover letter, please focus on the following:

- What the i21c's vision and mission mean to you
- What activities you would prioritise in your first year in this role

- What success would look like to you after three years

To submit your application, please go to islam21c.com/jobs or if you have any questions about any aspect of what is required for the application, please email yunus.abdullah@islam21c.com and salman.butt@islam21c.com.