



Fundraising Officer (Birmingham)

Job title: Fundraising Officer/Manager (Birmingham)

Status: Full time

Hours: Negotiable (Monday – Sunday)

Responsible to: Office manager

Salary: Negotiable (Depending on experience)

One Nation is a UK based charity operating in over 40 countries around the world, supporting the vulnerable and those most in need. To continue fulfilling this commitment One Nation requires an experienced Fundraising Officer/Manager in our Birmingham Office who will be part of a dynamic team, run the office, identify and deliver fundraising strategies locally and nationally.

Roles and Responsibilities

- To build and manage a volunteer base
- Day to day management of the office
- To organise and coordinate regular local campaigns, fundraising/promotional events and local community events
- To support seasonal fundraising and marketing campaigns by assisting staff in all of One Nation departments as required
- To represent and promote One Nation at events in a professional and presentable manner
- To attend, promote and raise funds for One Nation at any event organised by individuals and third party organisations
- To establish, build and maintain relationships with key contacts including but not limited to, donors, volunteers, ISOCS, local community leaders, schools, local groups, Community centres, religious organisations, external organisations and the public
- Work closely with team members to fulfil deliverables such as documents, leaflets, info graphics, digital content and advertising
- Manage any print related tasks as required
- Letter writing and admin tasks
- Any other duties commensurate with the accountabilities of the post

Experience and key skills required

- Excellent interpersonal communication skills – written and verbal
- Excellent networking and influencing skills
- Management experience essential
- Commitment to community and social development values
- Self-motivated with the ability to work independently as well as part of a team
- Good independent judgement, strategic vision and ability to challenge constructively
- Tolerant of the views and opinions of others

- Established networks to facilitate PR and fundraising
- Ability to work confidently with the head of fundraising, Operations management and Board of Trustees to design and deliver a strategic fundraising plan
- Creative individual who can galvanise volunteers and staff to overcome challenges and provide solutions
- Good knowledge of contemporary fundraising techniques
- Good knowledge of charity and volunteer sector and local communities
- Ability to adapt to changing deadlines and priorities
- Ability to work under pressure and work on own initiative
- Ability to multitask and prioritise work loads
- Public speaking skills
- Willingness and flexibility to travel and work unsociable hours including weekends when required
- Excellent knowledge of all Microsoft office applications
- Proven track record across all types of fundraising
- Knowledge of Islamic financial matters i.e. Zakat, Wakf, Qurbani etc. is an advantage
- Previous experience working for a charity as a fundraiser

To apply for this role, please email your CV and covering letter to **javed@onenationuk.org**, you can also email for further information. Contact 0300 500 1000.

The closing date for applications is 31st October 2021, although the position may close sooner if the right candidate is found.