

Job Description

Position	Head of Fundraising and Sustainability
Department	Operations
Reports to	Director of Operations
Location	Flexible (London for NZF meetings)
Pay	£42k-£46k
Term	Full-time permanent contract

About NZF

National Zakat Foundation (NZF) gives Muslims in the UK a way to bring their Zakat to life. We're the only platform with a nationwide reach that helps Muslims calculate and give Zakat to those who should be receiving it. Together, we help get lives back on track and unlock the potential of those held back by their financial circumstances. Together, we can create a thriving, closer community.

We have used our experience in collecting and distributing Zakat over the last nine years to transform and improve our operating model. We're inspired to develop a better and simpler experience for givers and recipients to grow rapidly over the next five years. Non-Zakat funds are used to sustain the Zakat distribution operation, to invest in technology to improve the service and to invest in marketing.

How this post supports NZF's vision and mission

Working closely with internal stakeholders including the Chief Executive and the Director of Operations, the post holder will be responsible for developing and delivering the fundraising strategy to maximise the collection of non-Zakat funds. Areas of focus will include: engaging with major donors, institutional grant-makers, corporates and other charities as well as developing legacy fundraising. The expectation is to develop the function such that it generates an additional £400k a year within two years.

To succeed in this role, you will have a passion for the non-profit sector. You will possess excellent communication skills especially written and verbal skills with an understanding of marketing concepts. You will be required to research, identify, build, and maintain relationships with appropriate funding sources and make successful applications for funds. You will be proactive, entrepreneurial in seeking out new funding opportunities, creative and thrive on influencing others to deliver income growth.

Typical responsibilities and key end results of position:

Overall:

- To develop and deliver the overall non-Zakat fundraising strategy for NZF, working collaboratively with the Chief Executive, the Director of Operations, and colleagues in other teams.
- Contribute to the development of the business model of NZF to support the operation of the charity.
- To ensure the Non-Zakat target of NZF UK is met and is in line with the growing needs of the business.

Identify opportunities:

- Lead on the identification and research of potential new non-Zakat donors to produce a pipeline of prospects and income opportunities. Potential to create and lead on annual events.
- To oversee the development of individual high value donor relationships with current and potential donors that will include (but are not restricted to) individuals, businesses, professional networks, and organisations/institutions.
- Develop a legacy fundraising stream in collaboration with the Director of Operations.

Content:

- To create compelling, relevant, and tailored funding proposals to prospective and existing non-Zakat supporters.
- To formalise a B2B and B2C proposition of NZF UK

Process:

- Lead on the preparation of funding applications, planning, and managing the process.

Reporting:

- Act as account manager to funders maintaining a clear overview of funder reporting needs and produce high quality, professional funder reports that meet the grant terms and conditions.
- Maintain a clear overview of financial reporting and ensure accurate financial reporting with each grant report. Should there be a significant budget variance or changes in budget lines take responsibility for discussing and agreeing changes with funders.

Sustainability

- Identify and develop necessary systems and processes to support the growth of major donor income across the charity.
- Undertake any other duties and tasks requested by Director of Operations or Chief Executive commensurate with the role.

Approach

- Keep up to date with best practice in fundraising and comply with relevant legislation and regulation ensuring that good practice is observed.
- Understand and support the vision, mission and aims of NZF. Develop and maintain detailed knowledge and information on NZF programmes and projects and priority areas.
- Adhere to and champion NZF's policy and practices on safeguarding.
- Ensure the approach is coordinated with key stakeholders across the organisation

Relationships and Stakeholders

- Chief Executive, Directors, Marketing team and other staff across the organisation
- External consultants, freelancers, stakeholders, and partners
- Board members, Chief Executive, Directors, and other staff across the organisation

Knowledge, Skills, Qualifications, Experience and Behaviours required to achieve role's objectives:

Knowledge and Skills:	Essential (E) / Desirable (D)
An understanding of Zakat within the context of the five pillars of Islam.	E
Excellent written and verbal communication skills	E
Exceptional interpersonal and listening skills, with a keen sense for reading others' personal motivations	E
Excellent influencing and selling skills with donors, colleagues, and partners.	E
Strong research skills to identify funding opportunities	E
Ability to project manage and coordinate activities and events	E
Good knowledge of networks and connections within the UK Muslim community	D

Qualifications and Experience	Essential (E) / Desirable (D)
At least five years' experience within a sales/income generation environment e.g. Fundraising, Bid Writing, Business Development, Customer Acquisition	E
Track record of securing donations or contracts from board-level corporate executives, major donors, corporates and/or foundations	E
Educated to degree level, with a minimum 2:1 Degree	E
Additional qualifications in marketing and/or communications	D

Behaviours	Essential (E) / Desirable (D)
Proactive and self-motivated	E
Creative	E
Committed to maintain and enhance the mission and ethos of the organisation	E
Committed to very high professional standards and integrity	E
Ability to work both collaboratively and independently	E

Physical Environment and Demands

As NZF undergoes a process of digital transformation, this role will primarily be on a remote working basis. It may require up to 2 internal in-person meeting days per month in the London area; additional meetings are dependent on the nature of engagement with external stakeholders.

Applications close midnight Sun 14th February 2021

Interviews expected w/c 22 Feb 2021