

Job Description

Position	Fundraising Coordinator
Division	Fundraising and Community Engagement
Reports to	Head of Fundraising and Community Engagement
Location	Remote (London for NZF meetings)
Pay	£27k-32k per annum dependent on experience
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 are the only organisation 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.

This is an exciting time to join NZF. With over ten years' experience in collecting and distributing Zakat in the UK, NZF seeks to help as many people in need as possible with an experience that makes them feel valued members of the Muslim community. This will be achieved through diversified sustainable growth and strong ties with the Muslim community.

About the Role: Fundraising Coordinator

The main responsibilities of this role include coordinating and maximising the raising of Zakat – for the purpose of distribution to eligible recipients within the UK - and Sadaqah – for promoting sustainability of NZF. The post holder will promote awareness of NZF's services, recruit and coordinate local volunteers and organise events to achieve fundraising and engagement goals.

To succeed in this role, you will have a passion for the non-profit sector. You will be highly organised and diligent; you will have good knowledge and contacts with Muslim community organisations and networks in your local area. You will have a track record in fundraising and volunteer and event management, be proactive and possess excellent oral and written communication skills.

This role will require frequent travel across the UK as required for the execution of the fundraising and community engagement strategy. Indicative KPI's, financial and non-financial targets over a 12-month period will be discussed at interview stage.

Typical accountabilities of position

- To build and maintain relationships with key stakeholders across the community, including mosques, businesses, professionals, and other community organisations.
- To establish awareness of NZF's Zakat distribution service as well as referral routes so that Zakat recipients can relate to NZF's application process.
- To support raising new Sadaqah and Zakat funds to an agreed remit and performance standards.
- To establish awareness amongst Zakat payers of NZF's Zakat education, calculation and distribution services
- To support the implementation of our fundraising and community engagement strategy
- To recruit and coordinate a local volunteer team to help achieve key objectives.
- To organise and deliver events for awareness and fundraising.

Approach

- Comply with relevant legislation and regulation ensuring that good practice is observed.
- Understand and support the vision, mission and aims of NZF.
- Adhere to and champion NZF's policy and practices on safeguarding.
- Ensure the approach is coordinated with key stakeholders across the organisation.
- Undertake any other duties requested by the line manager commensurate with the role

Knowledge and Experience:	Essential (E) / Desirable (D)
An understanding of Zakat within the context of the five pillars of Islam.	E
At least 2 years' experience in local community work, fundraising, volunteer management or similar fields.	E
Good understanding, knowledge, and relationships with a cross section of the Muslim community in your area.	E
Good planning, reporting and organisational skills	E
Event and project management experience	E
Proven track record of delivering results to agreed objectives, targets and timescales	E
Excellent written communication and interpersonal skills, including the ability to speak confidently in public	E
Good IT skills	E
Wide network of contacts in Muslim community	E
An effective team player	E
Flexible and positive approach	E
Existing relationships and experience in dealing with the business community, professionals and small to medium sized enterprises (SMEs)	D
The ability to communicate in one or more of the following languages: Arabic, Bengali, Hindi, Gujarati, Urdu, Punjabi, Somali	D
Educated to degree level, with a minimum 2:1 Degree	D

Behaviours	Essential (E) / Desirable (D)
Proactive and self-motivated	E
Committed to maintain and enhance the mission and ethos of National Zakat Foundation	E
Positive about continuous improvement and ability to adapt	E
Committed to high professional standards and integrity	E
Ability to work both collaboratively and independently	E

Physical Environment and Demands

This role will primarily be on a remote working basis. Being able to travel extensively in your local and surrounding areas in your own transport is an essential part of this role with occasional travel to other UK regions. A full UK driving licence is essential for this role.

There may be up to 4 in-person internal meetings a month in London. Additional meetings are dependent on the nature of engagement with external stakeholders. Applicants are required to have the right to live and work in the UK.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and its overall objectives. All applicants must have the right to live and work in the UK and occasional evening and weekend work will be required.

How to apply:

Please send a cover letter with a CV by email to Asif Malik at recruitment@nzf.org.uk.

The cover letter must state why you are a suitable candidate, demonstrating any relevant knowledge and skills, experience and behaviours that match the requirements for the post. The cover letter should not exceed 2 sides of A4.

Application deadline: **Deadline for applications are on a rolling basis : Early applications are encouraged as they will be reviewed and interviews will be conducted as and when suitable candidates apply.**

Note: an application for a DBS certificate will be submitted in the event of the individual being offered the position. A copy of the Charity's 'Hiring policy -ex offenders' is available on request.