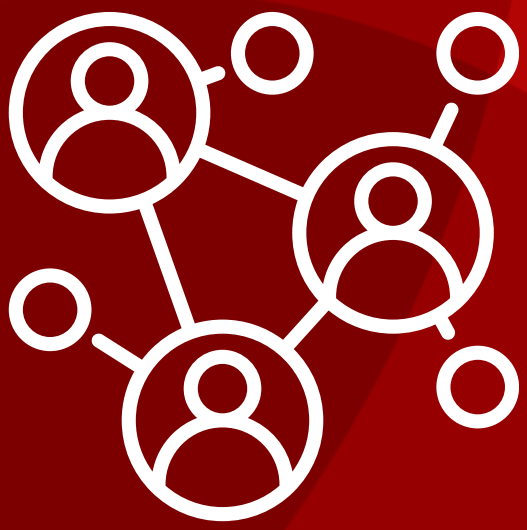
National Zakat Foundation

Do you want to help build one of the UK's most important community institutions?

We are seeking a **Head of Business Development** to help us unlock new funding opportunities, expand our partnerships and help establish NZF as a trusted leader for both Muslim and wider civil society.



FTC

Hybrid

£50 - 60K+

National Zakat Foundation

Dear Prospective Candidate,

Assalamu Alaikum,

I am delighted to welcome you to National Zakat Foundation's recruitment pack. Thank you for your interest in joining our team and for considering the possibility of contributing to the vital work we do at NZF.

At the heart of NZF are three key themes that guide everything we do: **Mobilisation**, **Knowledge**, and **Connectivity**. These themes are not just words—they are the pillars that support our mission and drive our daily activities.

Mobilisation The national Zakat system runs on people feeling responsible for their own communities and empowered to offer support. This unleashing of community-based activism is what will give the growth and reach required to fulfil this vision. We are currently developing pathways for people who wish to support their communities through education, Zakat collection and distribution, and/or fundraising. Creating a movement for social welfare is at the heart of mobilisation, and mobilisation is at the heart of creating the system we must build together

Knowledge is essential in our mission to make Zakat work effectively for our community. We are committed to educating and informing both Zakat givers and recipients about the profound impact of Zakat. This commitment to knowledge extends to our internal culture as well. At NZF, we foster a learning environment where every team member is encouraged to grow, innovate, and contribute new ideas. Your expertise, insights, and continuous development are valued here, and we are eager to support you on your journey.

Connectivity is what enables us to fulfil our mission. In today's world, being connected means more than just staying in touch; it means building bridges between people, organisations, and ideas. NZF strives to connect those who give with those who need, creating a powerful network of support that spans across the UK. Our work depends on strong connections—within our team, with our partners, and with the communities we serve. By joining NZF, you will become part of a network dedicated to creating positive change through collaboration and shared purpose.

As you explore this recruitment pack, I hope you gain a clear sense of our impact and the values we uphold. NZF is more than just a place to work—it is a community of passionate individuals committed to making a difference. We are looking for people who share our vision and are ready to bring their skills, energy, and dedication to our team.

I invite you to consider how you can contribute to our mission and become part of our journey to transform lives through the power of Zakat. Together, we can continue building a future where every Zakat truly matters, strengthening our communities and making them more connected and knowledgeable.

Thank you once again for your interest in the National Zakat Foundation. I look forward to welcoming you to our team.

Warm regards,

Dr Sohail Hanif
Chief Executive, National Zakat Foundation

WORKING TOWARDS A STRONGER MUSLIM COMMUNITY

About NZF

FACT SHEET

Introduction to National Zakat Foundation

Welcome to National Zakat Foundation (NZF), the leading Zakat institution in the UK dedicated to the local distribution of Zakat.

Since our founding in 2011, NZF has been at the forefront of empowering Muslims across the UK by ensuring that our Zakat reaches those who need it most within our local communities.

Our History and Background

National Zakat Foundation was established in response to a pressing need within the UK's Muslim community: the need for a trustworthy, effective, and transparent mechanism to distribute Zakat locally.

Before NZF's establishment, much of the Zakat given by British Muslims was sent abroad, at times with little visibility into how it was used.

While international giving remains important, there was a growing recognition that significant needs existed within our own communities that were not being adequately addressed.

NZF was founded to fill this gap by creating a platform that allows Muslims in the UK to give Zakat locally, ensuring that their contributions are used to support those in need within their own neighbourhoods. Our approach is unique in that we focus solely on the UK, making sure that the Zakat impacts on those within your own community.

Over the past decade, NZF has grown rapidly, both in terms of the amount of Zakat we distribute and the impact we've had.

Today, NZF is recognised as the leading Zakat institution in the UK, and we continue to innovate and expand our services to better serve our community.

Why Work with NZF?

Joining NZF is not just about having a job; it's about being part of a mission-driven organisation that is making a tangible difference in people's lives.

Here's why NZF is a great place to work:

Key Area	Quality
Purposeful Work	At NZF, you'll be part of a team that is dedicated to empowering and uplifting those in need. Every day, your work will contribute to meaningful change, helping to alleviate poverty and build stronger, more resilient communities.
Values-Driven Culture	Our work is guided by the principles of Islam, particularly the values of compassion, justice, and accountability. We strive to create a workplace that reflects these values, where every team member is respected, supported, and encouraged to grow both personally and professionally.
Innovation and Impact	NZF is a dynamic and forward-thinking organisation. We're always looking for new ways to increase our impact and improve our services. As part of our team, you'll have the opportunity to contribute ideas, take on new challenges, and help shape the future of Zakat distribution in the UK.
Learning and Development	We are committed to the ongoing development of our staff. Working with NZF means having access to a range of learning opportunities, from formal training programs to hands-on experience in a fast-paced, impactful environment.
Supportive Environment	At NZF, we believe in the importance of work-life balance and strive to create a supportive environment where our employees can thrive. We offer flexible working arrangements and a range of benefits designed to support your well-being.
Community Engagement	Working with NZF gives you the chance to give back to our communities. Whether through outreach programs, events, or direct service delivery, you'll have the opportunity to see firsthand the impact of your work and build connections with the people whose lives you're helping to improve.

The impact of our work

The impact of NZF's work can be seen in the lives of those we serve.

From helping individuals escape the cycle of poverty and get back into work, to supporting refugees and asylum seekers, from assisting single mothers to providing emergency relief in times of crisis, NZF's work touches thousands of lives each year.

Our rigorous application process ensures that Zakat reaches those who are most in need, providing relief and helping people achieve longer term stability.

Our commitment to transparency means that donors can see exactly how their Zakat is being used and the difference it's making.

This trust is at the heart of what we do and is one of the reasons why so many people choose to give their Zakat through NZF.

Join us in making a difference

If you're passionate about social justice, committed to helping those in need, and eager to work in an environment that values innovation, integrity, and impact, then NZF is the place for you.

We're looking for talented and motivated individuals to join our team and help us continue to grow our reach and deepen our impact.

As part of NZF, you'll be joining a community of like-minded individuals who are dedicated to making a difference. You'll have the opportunity to work on projects that matter, contribute to a cause you believe in, and be part of a team that is changing lives.

We look forward to receiving your application and hopefully welcoming you to the NZF family.

Thank you for your interest in working with the National Zakat Foundation. Together, we can make a difference!

Thank you for your interest in working with NZF.
Together, we can make a difference.

Job Description

JOB DESCRIPTION

Head of Business Development

Overview
The Head of Business Development will drive NZF's strategy to secure non-Zakat investment, ensuring the systems, people and infrastructure needed for a strong national Zakat ecosystem are sustainably funded.

You will build high-value partnerships, create investable opportunities, and inspire long-term support that enables Muslim communities across the UK to organise, lead and thrive.

A strategic, relationship-led role — accelerating NZF's shift from transactional giving to structured community empowerment.

Reports to: Director of Marketing and Fundraising
Location: Hybrid (London for NZF meetings 2-4 times per month)
Salary: £50,000 - £60,000 p.a. plus bonus
Term: Full-Time and Permanent Contract

About NZF

National Zakat Foundation (NZF) gives Muslims around the UK a way to bring their Zakat to life.
It is the only organisation with a nationwide reach that helps Muslims calculate and give Zakat or apply for Zakat.

This is an exciting time to join NZF. With 15 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.

How this post supports NZF's vision and mission

NZF is shifting from transactional aid to structured Muslim community building — where resources circulate locally, leadership grows, and communities can organise and influence change. This requires non-Zakat investment to fund the people, systems and technology that underpin a strong national Zakat ecosystem.

The Head of Business Development will lead this shift by designing and securing investable opportunities that build sustainable revenue and deepen support across the UK. This is a strategic, relationship-driven role — translating NZF's mission into compelling propositions and inspiring high-value partners to invest in long-term community infrastructure.

Typical responsibilities and key end results of position:

Overall: This role combines corporate sales, partnership development and strategic packaging of NZF's work for donor investment. It requires a deep understanding of NZF's work, systems and objectives. The postholder will lead on designing and promoting products that enable supporters, donors, and institutional partners to participate in NZF's mission in meaningful and financially impactful ways.

The role is responsible for identifying target markets, building strong relationships, and leading the sales strategy to grow NZF's supporter base and revenue in a values-driven and mission-aligned way.

Key Responsibilities

Strategy & Leadership

- Lead NZF's non-Zakat fundraising and partnership strategy, ensuring alignment with the overall organisational plan.
- Translate strategic goals into clear investment opportunities (e.g., funding personnel, community hubs, tech systems, research).
- Work closely with the Executive Team to shape organisational growth opportunities.

Investment & Partnership Development

- Build and manage a diverse pipeline of supporters, corporate partners, high-net-worth individuals, and strategic collaborators.
- Develop pathways for people to invest, sponsor or endow elements of NZF's community building
- infrastructure.
- Represent NZF externally, delivering high-quality presentations, proposals and conversations that inspire commitment

Case for Investment and Proposition Development

- Work with internal teams to understand organisational costs, impact pathways and resourcing requirements.
- Develop compelling case for support materials (e.g. investment prospectus, partnership decks and narrative briefs)

Performance & Reporting

- Set clear revenue and engagement targets, monitoring progress and reporting regularly to Executive Team
- Ensure all investment propositions reflect community empowerment and measurable impact.
- Ensure CRM and data processes support effective pipeline and relationship management.
- Gather insights from stakeholders to refine the investment model over time

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

Relationships and Stakeholders:

This role builds trusted, mission-aligned relationships with high-value donors, corporate and foundation partners, senior community leaders, and internal stakeholders across NZF — ensuring investment flows where it drives the greatest community impact.

Why work with NZF?

Flexible working Enhanced Maternity / Paternity pay Ethical pension Health cash plan (Medicash) Days off for religious holidays

Person specification

Knowledge, skills, qualifications, experience and behaviours required to achieve role's objectives:

Knowledge and Skills	Essential (E) and / Desirable (D)
An understanding of Zakat within the context of the five pillars of Islam.	D
Proven success in fundraising, business development, partnership creation or philanthropic engagement.	E
Ability to communicate purpose and strategic vision with clarity and passion.	E
Strong relationship-building skills, able to engage confidently with high value donors, business and community leaders, and philanthropists.	E
Strategic thinker with the ability to design offerings that appeal to the target donor base.	E
Commercial awareness with the ability to interpret financial and impact data.	E
Strong research skills to identify funding opportunities.	E
Ability to project manage and coordinate activities and events.	E
Ability to work cross-functionally and influence senior stakeholders.	E
Good knowledge of networks and connections within the UK Muslim community	E

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

Behaviours	Essential (E) and / Desirable (D)
Proactive and self-motivated.	E
Innovative and forward-thinking.	E
Committed to maintain and enhance the mission and ethos of the organisation.	E
Comfortable leading conversations with senior and influential individuals.	E
Committed to very 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. It may require up to 4 internal in-person meeting days per month in the London area; It may also require occasional working outside of normal working hours, to connect with supporters.

Applicants must have the right to work in the UK and be a resident.

+ How to apply

Please send a cover letter with a CV by email to Robert Hillier, Director of Marketing and Fundraising at recruitment@nzf.org.uk.

The cover letter must show 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.

Applications close – Monday 12th January 2026.

Interviews expected – Week Beginning 19th January 2026.

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.

National Zakat
Foundation