



Job title: Fundraising and Engagement Officer (Leicester)

Status: Part Time/Full Time

Hours: Negotiable (Monday – Sunday)

Responsible to: Office manager

Salary: Minimum wage

One Nation is a UK based charity operating in 22 countries around the world, serving those that are in poverty and distress. To continue fulfilling this commitment One Nation requires a Fundraising and Admin officer who will be part of a dynamic team, to identify and delivery fundraising strategies locally and nationally.

Roles and Responsibilities

- To build and manage a volunteer base
- 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 prepare, manage and deliver a fundraising strategy and budget
- To lead, evaluate, develop, train, manage and grow a network of volunteers
- To identify and research the local donors market strengths, weaknesses, opportunities and competitors, use the findings to implement new ways of increasing funds
- To establish, build and maintain relationships with key contacts including but not limited to, donors, volunteers, ISOCS, local community leaders, schools, local groups, Community centers, religious organisations, external organisations and the public
- Conceptualise new marketing material projects and developing interactive design
- 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
- To update all social media platforms on a regular basis

Experience and key skills

- Excellent interpersonal communication skills – written and verbal
- Excellent networking and influencing skills
- 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 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 public and private sector funding sources, structures and organisations
- 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
- Excellent public speaking skills
- Ability to negotiate effectively with a diverse range of people internally and externally
- Ability to gain trust and confidence of stakeholders
- Ability to use social media to engage stakeholders and public
- Willingness and flexibility to travel and work unsociable hours including weekends when required

Desirable

- Project management skills and qualifications
- 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

To apply for this role, please email your CV and covering letter to info@onenationuk.org You can also email for further information.

The closing date for applications is **31st January 2019**, although the position may close sooner if the right candidate is found.