

Job Description



POST TITLE	Fundraising Officer
ACCOUNTABLE TO	Fundraising Manager
HOURS	Full time. Regular weekend & evening work
LOCATION	London but can be flexible
SALARY	£30k PA
ANNUAL LEAVE	20 days (excluding bank holidays)
PROBATION	3 month

Position overview and accountability

CAGE is solely funded via generous donations from the community. As part of our expansion CAGE is now seeking to recruit a full time Fundraising Officer to work in the Fundraising team. You will be responsible for delivering aspects of CAGE's fundraising strategy and achieving the targets agreed with you. The role will require you to specifically focus on organising and delivering fundraising events, securing Mosques for collections and organising the logistics to make the collections. Further you will encourage CAGE's supporters and volunteers to fundraise on behalf of CAGE via online pages.

You will report to the Fundraising Manager.

Interfaces

This role will interface with the entire team but the following departments in particular:

- Social Media
- Public advocacy
- Online and digital marketing

Main Responsibilities

- Plan, organise and lead fundraising opportunities in Mosques across the UK, in particular during Ramadan and Dhul Hijjah, also establish regular Jummah collections
- Organise annual CAGE Iftar dinners for fundraising
- Organise targeted fundraising events with key stakeholders
- Create volunteer fundraising team(s)
- Online fundraising via dedicated volunteer/supporter pages

Responsible for volunteer coordination

1. Recruitment and induction of volunteers
2. Maintain a database to monitor, support and motivate volunteers
3. Organise the delivery of relevant training for all volunteers

Additional information

- Undertake other tasks on the direction of the Operations Director if/when required.
- Be flexible around working in the evenings and weekends as required.

- Assist the organisation with any other work that is required to complete its functions
- Adhere to and ensure the implementation CAGE organisational policies and procedures within their role.
- Seek to improve their own performance and be committed to continuous professional development.
- To ensure work is completed in an integrated way between departments
- To act as an ambassador for CAGE, upholding and promoting our organisational values and ethos
- Responsible for producing timely and accurate reports