

# Islamic Relief Australia

## Job Description

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>POSITION:</b>          | <b>Fundraising officer</b>        |
| <b>LOCATION:</b>          | <b>Auburn, NSW</b>                |
| <b>REPORTING TO:</b>      | <b>Fundraising Manager</b>        |
| <b>EMPLOYMENT STATUS:</b> | <b>Casual/Part time/Full time</b> |
| <b>DIRECT REPORTS:</b>    | <b>Volunteers</b>                 |

### **ABOUT ISLAMIC RELIEF:**

Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of race, political affiliation, gender or belief. Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a well-known and respected aid agency providing disaster relief and supporting the sustainable development of vulnerable communities in over 40 countries. Islamic Relief is a member of the UK Disasters Emergency Committee (DEC) and is an implementing partner for DFID, ECHO, the World Food Programme and UNHCR.

Islamic Relief Australia (IRAUS) is member of the global Islamic Relief group of collaborating relief organisations that share a common vision, mission, and family identity, and all of which use the term “Islamic Relief” as part of their organisational name. Islamic Relief Australia has an annual turnover of approximately \$15 million and employs 20 staff and over 150 volunteers throughout Australia to support local and international emergency, welfare and development projects, as well as fundraising and advocacy work.

Islamic Relief Australia has a diverse portfolio of humanitarian, welfare and development projects being directly implemented by Islamic Relief staff and volunteers or through partnerships with local not-for-profit and community-based organisations. A new five-year Program Strategy has been approved with a focus on humanitarian and development projects internationally and within Australia.

Islamic Relief Australia is an active member of the Australian Council for International Development (ACFID) and adheres to the ACFID Code of Conduct which defines minimum standards of governance, management and accountability of development for non-government organisations (NGOs).

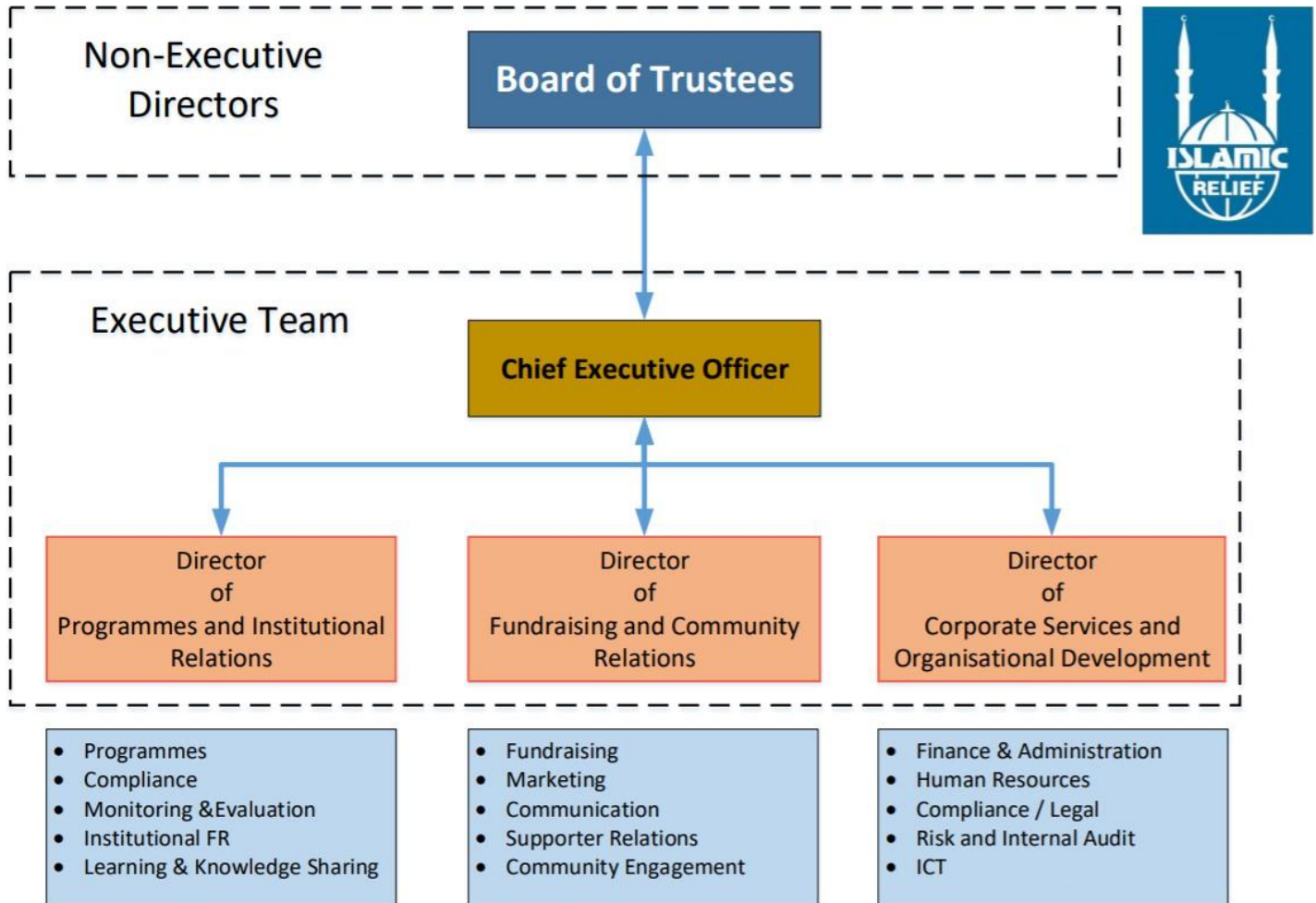
### **PURPOSE OF THE POSITION:**

The main role of the NSW Fundraising officer is to conduct fundraising initiative in support of IRAUS’s humanitarian mission. The position provides:

- i) Fundraising expertise and capacity for implementing IRAUS fundraising and community relations campaigns in NSW.
- ii) Act as a first portal of supporter relations and partnership development in NSW: with the Support of the FCR team– this includes disseminating IRAUS’s vision, mission and values and sharing information about local and global programs and humanitarian and development impact.
- iii) Support the programs team with the development and successful implementation of local programs in NSW.
- iv) Support the FCR team with appropriate volunteers and resources management,

All IRAUS positions are required to work in respect of Islamic Relief’s vision, mission and values, and demonstrate our principles of humanity, honesty, respect and fair treatment towards all internal and external stakeholders.

**ORGANISATIONAL CHART**



**KEY ACCOUNTABILITIES:**

1. Delivery of successful community fundraising appeals in NSW
2. Strong community engagement and relationship building with key stakeholders
3. Supporting the Local programs team in implementing successful local programs in NSW
4. Support the FCR team to deliver excellent communications and robust supporter services in NSW
5. Support FCR team in Office administration, volunteer management and compliance in NSW.

## KEY RESPONSIBILITIES AND DUTIES

### 1. Fundraising

- Support the FCR team in implementing the Fundraising and Community relations Campaigns and Annual Campaigns Plans in accordance to agreed objectives and budgets.
- Support the Fundraising manager to implement the existing NSW community fundraising Appeals (Direct Solicitations, NSW Office, NSW Events, NSW stalls (Ramadan and Qurban), Mosque Collections and donation boxes and other channels);
- Advocate and gather supporters for IRAUS regular giving and major giving programs.
- Provide expertise and support the FCR team in creation of new fundraising appeals in NSW.
- Investigate and identify new External Fundraising.
- Adherence to the Fundraising Regulations and internal Policies and Procedures.
- Utilise the Fundraising data base and related systems and tools.

### 2. Community Engagement and relationship building

- Build upon and maintain existing relations with the local community in NSW.
- Outreach to likeminded individuals or organisations to identify potential for collaborations and partnerships.
- Attend, promote & raise funds for Islamic Relief Australia at events organised by third parties.
- Liaise with local community groups to create awareness of the IRAUS programs and initiatives.

### 3. Communications, supporter relations and reporting

- Respond to local enquiries from supporters and institutions about IRAUS' work.
- Communicate with external organisations including local authorities, mosques, etc. and represent the work of IRAUS with approval from the Director of Fundraising and Community Relations or the Communications Manager.
- Communicate effectively internally with all relevant departments and staff.
- Provide regular reporting on NSW activities.

### 4. Office administration, volunteers and compliance

- Fulfil all obligations and follow all IRAUS financial policies and guidelines with regard to the collection and processing of donations.
- Engage supporters and identify potential volunteers.

## KEY RELATIONSHIPS AND AUTHORITY

- Member of the Fundraising and Community Relations (FCR) Team;

## SKILLS, EXPERIENCE AND QUALIFICATIONS

### 1. Knowledge, Skills and Qualifications

- Knowledge and understanding of the local area and community.
- Excellent time management skills i.e. ability to prioritise and plan work, set and achieve deadlines, establish.
- Strong facilitation and networking skills to build diverse internal and external relationships.
- Good written and verbal communication skills in English. Additional relevant language skills will be highly regarded.

- Cross cultural communication skills and knowledge of Islamic faith values.
- Engaging interpersonal skills and an ability to provide effective staff/volunteer supervision.

## 2. Experience

- Experience in a similar community-based role in the not-for-profit sector.
- Demonstrated experience in:
  - mobilising volunteers for social justice work;
  - Good computer knowledge including Office 365, Word and Excel.

## 3. Personal qualities

- Highly ethical and respectful towards the organisation's values and culture, its staff, volunteers and all stakeholders.
- Ability to cultivate and maintain effective teamwork and collaborative relationships.
- High level of accountability and transparency.
- Results-focused with an ability to plan and deliver towards objectives.
- Self-motivated and demonstrated ability to work independently / autonomously.
- Flexibility, including willingness to work outside office hours as the role requires.
- Driving licence and vehicle in reasonable conditions.

Signed by: \_\_\_\_\_(Line Manager)      Date: \_\_\_\_\_

Signed by: \_\_\_\_\_(CD/CEO)      Date: \_\_\_\_\_