

Islamic Relief Australia

Job Description

POSITION:	Community Fundraising Manager
LOCATION:	Auburn, NSW
REPORTING TO:	Director of Fundraising and Community Relations
EMPLOYMENT STATUS:	Full-Time
DIRECT REPORTS:	3 Community Fundraising Coordinators and Officers

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 \$10 million and employs 19 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).

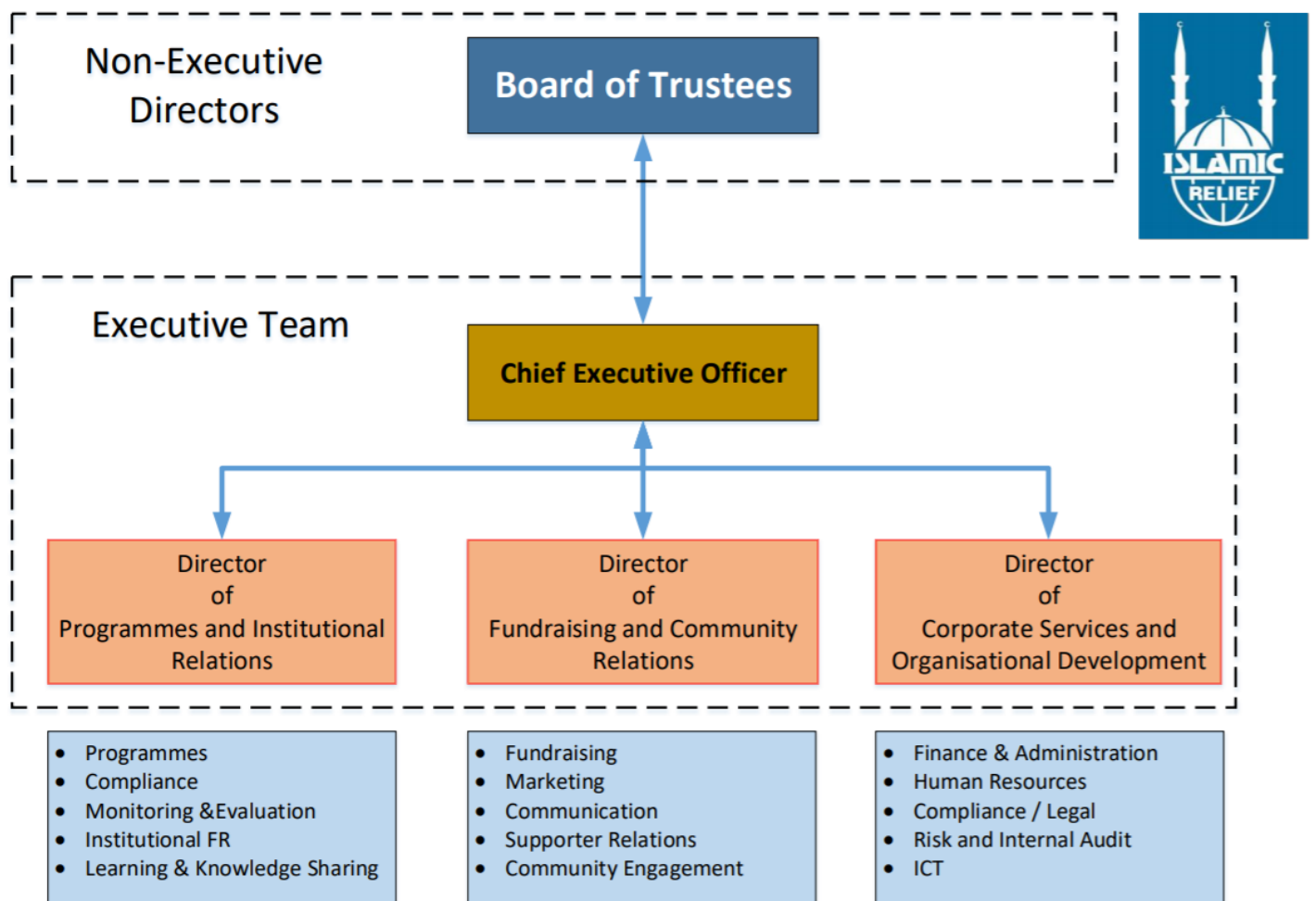
PURPOSE OF THE POSITION:

The Fundraising and Community Relations (FCR) department works to develop and implement strategies to increase the outreach of IRAUS and its fundraising income through community engagement, the implementation of a range of fundraising initiatives, and through the acquisition, nurturing and retention of supporters. Due to the growth of the organisation, the FCR department has created this new position for Community Fundraising Manager.

The Community Fundraising Manager is primarily responsible for the development of Islamic Relief Australia's Community Fundraising Strategy and Annual Fundraising Plans working closely with the national fundraising team to create activities and initiatives that will enable Islamic Relief Australia to achieve its fundraising targets and deliver on its humanitarian mission and strategic objectives.

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. Leadership and management of the community fundraising team.
2. Strategic direction, planning, policy, and procedure development
3. Fundraising, Moves Management and Prospecting

4. Oversee the creation and delivery of community fundraising appeals nationwide.
5. Support Corporate Services team in administration and compliance for State offices.

KEY RESPONSIBILITIES AND DUTIES

Leadership and management of community fundraising team

- Manage and motivate professional and innovative community fundraising team – seeking continuous improvement through supervision and performance appraisal.
- Provide guidance and support to team members responsible for fundraising and donor engagement.
- Contribute to the development of a “learning and communicating culture” within the FCR team and the organisation.
- Demonstrate strong leadership and commitment in support of, Director of Fundraising and Community Relations, through adherence to Equal Opportunity, Equity and Diversity and all policies aimed at ensuring the well-being of employees and volunteers.
- Support in selecting and recruiting staff to best meet the operational needs of the team; to follow and promote the IRAUS policy and procedure and ensure that staff and volunteers are responsible in their actions and aware of WHS obligations.

Strategic direction, planning, policy, and procedure development

- Work closely with the FCR Director to develop a community fundraising strategy in line with the IRAUS overall strategy.
- Develop annual work plans for the community fundraising team in line with the community fundraising strategy.
- Support the FCR Director in the Annual budgeting process and take responsibility of the community fundraising budgets.
- Participate in the annual planning process for FCR and support the FCR Director in implementing the FCR strategy.
- Draft relevant procedures to meet or exceed industry standards reflected ACFID Code Compliance and Fundraising Institute of Australia (FIA) code of conduct where relevant.
- Develop and deliver procedure training and “roll out” to IRAUS Board, staff, volunteers, and partners as required.
- Ensure that IRAUS Fundraising team is truthful and ethical in their fundraising activities.

Fundraising, Moves Management and Prospecting

- Support the FCR Director, Supporter Services Manager and key stakeholders in the development and implementation of the Prospecting and Moves Management systems for IRAUS to achieve its fundraising Goals and Objectives.
- Lead the fundraising team in undertaking all Fundraising Actions as identified through the Moves management systems and prospecting guidelines.
- Oversee the relationship building and actions required as part of all relevant fundraising assignments.
- Look after a portfolio of platinum and gold donors.
- Oversee fundraising portfolios for fundraising coordinators and officers.
- Working with Supporter Services Manager and team members to ensure that information in The Raiser’s Edge data base is current and all data recording is correct.

Oversee the creation and delivery of community fundraising appeals nationwide.

- Oversee the Community Fundraising team in implementing the Fundraising plan and meeting their goals and objectives as set out in the and Annual Campaigns Plans.
- Responsible together with the fundraising team for all existing community fundraising Appeals (Direct Solicitations, State Offices, Events, Community Stalls (Ramadan and Qurban) and Masjid Collections nationwide.
- 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.
- Investigate and identify new External Fundraising and Corporate Giving opportunities.
- Utilise the Fundraising data base and related systems and tools.
- Oversee the coordination and implementation of national events when required.
- 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.

Support Corporate Services team in administration and compliance for State offices.

- 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
- Fulfil all obligations and follow all IRAUS financial policies and guidelines regarding the collection and processing of donations.
- Oversee state offices compliance with IRAUS policies and procedures.

KEY RELATIONSHIPS AND AUTHORITY

- Fundraising Technical expert, advisory relationship to the Executive Team
- Key member of the FCR team providing regular support to the FCR Director.
- Working closely with the Supporter Relations and Community Fundraising Teams
- Regular engagement with Key Community Stakeholders and Major Donors
- Engagement with ACFID, FIA, Blackbaud and other industry experts

SKILLS, EXPERIENCE AND QUALIFICATIONS

1. Knowledge, Skills and Qualifications

- Graduate qualification in fundraising, marketing, communications, or another relevant field
- Membership/engagement with a relevant professional body i.e., Fundraising Institute of Australia
- Sound management, marketing, and professional fundraising experience
- Knowledge of the Australian fundraising environment including applicable laws and regulations.
- Knowledge and understanding of the Muslim community in Australia.
- Demonstrated financial management skills.
- Ability to work in a fast-paced environment with time pressures and managing multiple tasks.
- Strong interpersonal skills and an ability to work with a broad range of people from a variety of backgrounds and experiences.
- Strong planning and organisational skills
- Strong facilitation and networking skills to build and manage diverse internal and external relationships.
- Excellent written and verbal communication skills in English. Additional relevant language skills will be highly regarded.
- Excellent cross-cultural communication skills as well as a good knowledge and respect of the Islamic faith and Values.

- Knowledge of WH&S guidelines.

2. Experience

- Minimum 5 years' experience in a similar role, preferably in the not-for-profit sector
- Engagement with the Australian Culturally and Linguistically Diverse (CALD) community
- A minimum of 3 years' experience in team management, including managing a team of fundraising staff, mobilising volunteers, and using HR systems.
- Experience in various software applications including Office 365, and CRM (The Raiser's Edge) desirable.
- Familiarity with sector donor funding arrangements, systems, and reporting requirements, desirable
- Demonstrated experience in organising and managing events, mobilising volunteers for social justice work.
- Demonstrated experience in public communications.

3. Personal qualities

- Highly ethical and respectful towards the organisation's values and culture, its staff and volunteers and all stakeholders
- Ability to cultivate and maintain effective teamwork and collaborative relationships.
- High level of accountability and transparency
- Strong analysis and reporting abilities; ability to independently assess needs and develop creative solutions.
- Results-focused and an ability to plan and deliver towards objectives.
- Demonstrated ability to work independently and be self-motivated.
- Excellent oral and written communication skills in English, other languages highly regarded.
- Organisation and time management skills with the ability to multitask and manage a busy workload and willingness to work outside normal office hours.
- Commitment to Islamic Relief Australia's values and standards of safety of children and protection from sexual exploitation and abuse in all our activities.

Signed by: _____ (FCR Director) Date: _____

Signed by: _____ (CEO) Date: _____