

Islamic Relief Australia

Job Description

POSITION:	VIC Community Engagement & Fundraising Officer
LOCATION:	Coolaroo, Melbourne, Victoria
REPORTING TO:	VIC Community Engagement & Fundraising Coordinator
EMPLOYMENT STATUS:	Part-Time
DIRECT REPORTS:	Community Engagement and Fundraising Volunteers

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 being 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:

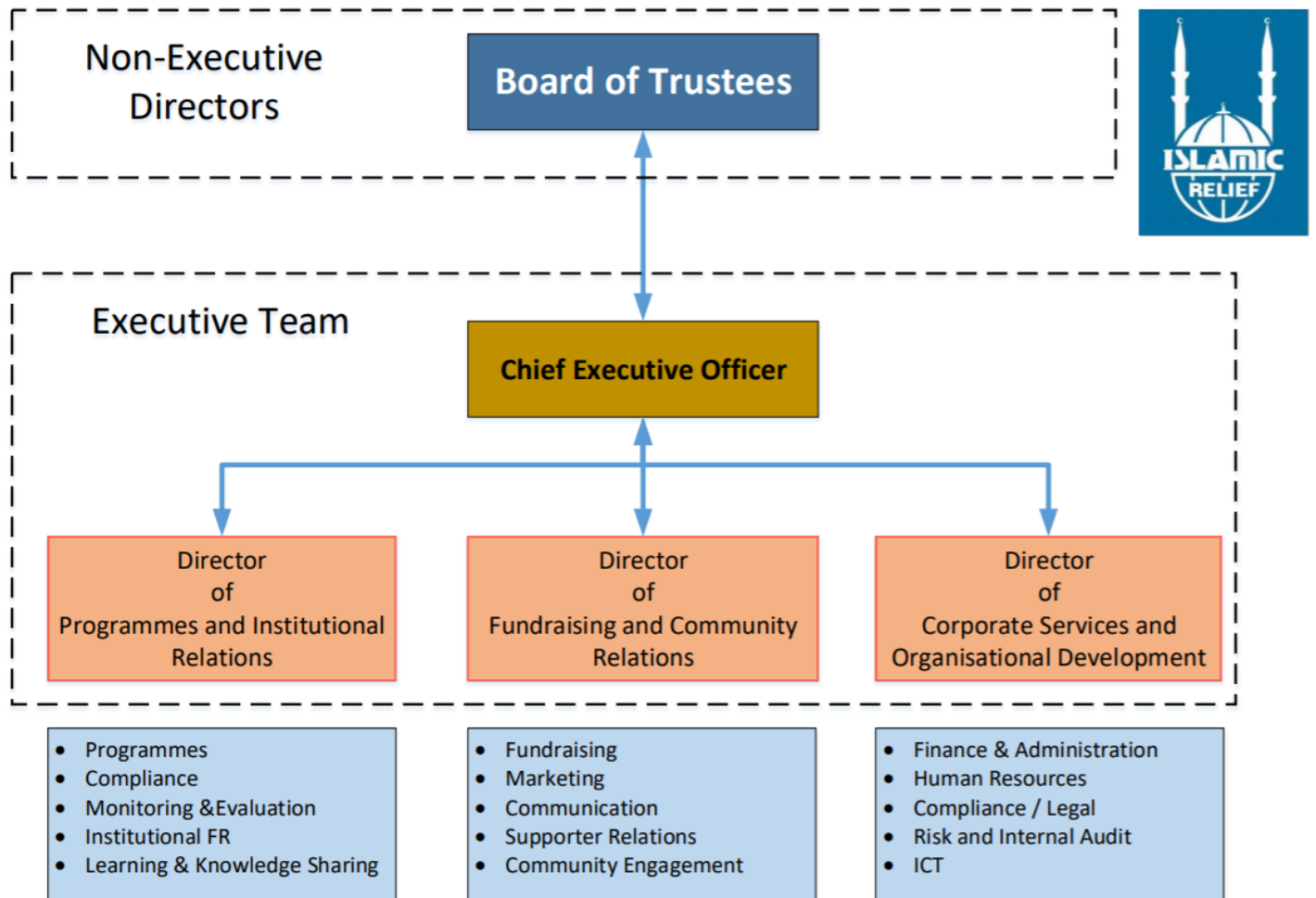
The main role of the Victoria Community Engagement & Fundraising officer is to support the FCR team with their fundraising and community engagement efforts with the Vic local community and participate in the creation of fundraising initiative in support of IRAUS’s humanitarian mission. The position provides:

- i) Fundraising support and capacity for implementing IRAUS fundraising and community relations campaigns in Victoria;
- ii) Act as a first portal of supporter relations (donor care) and partnership development in Vic: 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 Corporate Services team with office administration, 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. Support the team to deliver successful community fundraising appeals in Vic
2. Strong community engagement and relationship building with key stakeholders
3. Support the FCR team to deliver excellent communications and robust supporter services in Vic
4. Office administration, volunteer management and compliance in Vic.

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;
- Participate in all existing Vic community fundraising Appeals (Direct Solicitations, Vic Office, Vic Events, Vic stalls (Ramadan and Qurban), Mosque Collections and donation boxes);
- Advocate and gather supporters for IRAUS regular giving and major giving programs;
- Support the FCR team in creation of new fundraising appeals in Vic;
- Identify new External Fundraising, Institutional Grants and Corporate Giving opportunities;
- Adherence to the Fundraising Regulations and internal Policies and Procedures;
- Utilise the Fundraising data base and related systems and tools;
- Assist in the coordination and implementation of national events when required;

2. Community Engagement and relationship building

- Build upon and maintain existing relations with the local community in Vic;
- If required 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;
- Working with supporter relations coordinator and team members to ensure that information in The Raiser's Edge data base is current and all data entered is correct;
- Communicate with external organisations including local authorities, mosques, etc. and represent the work of IRAUS when required and with approval from VIC Coordinator;
- Communicate effectively internally with all relevant departments and staff;
- Helps in the regular reporting on Vic activities, campaigns and achievement in support of the IRAUS Annual Report.

4. Office administration, volunteers and compliance

- Maintain Vic office documents and reports organised and accessible;
- Fulfil all obligations and follow all IRAUS financial policies and guidelines with regard to the collection and processing of donations;
- Assist with bookkeeping and administration of the Vic office;
- Engage supporters and identify potential volunteers;
- Ensure all volunteers working with Vic team are properly registered, inducted, trained and developed;
- Oversee aspects of work where volunteers are involved.

KEY RELATIONSHIPS AND AUTHORITY

- Close liaison with the VIC Community Engagement & Fundraising Coordinator and Director of Fundraising and Community Relations;
- Member of the Fundraising and Community Relations (FCR) Team;
- Working closely with the Victoria Community Engagement Team
- Engagement with Key Community Stakeholders and Major Donors, as needed

SKILLS, EXPERIENCE AND QUALIFICATIONS

1. Knowledge, Skills and Qualifications

- Any qualifications in fundraising, marketing, communications, community development or other relevant field
- Knowledge and understanding of the local area and community;
- Knowledge and understanding of the landscape of the Not-for-Profit sector in Australia;
- Excellent time management and organisational skills i.e. ability to prioritise and plan work, set and achieve deadlines, establish and maintain monitoring systems...etc.;
- 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;
- Cross cultural communication skills and knowledge of Islamic faith values;
- Engaging interpersonal skills and an ability to provide effective staff/volunteer supervision and technical assistance and coaching support to a broad range of people from a variety of backgrounds and experiences;
- Excellent analysis and reporting abilities; ability to independently assess needs and develop creative solutions;
- Demonstrated ability to exercise sound judgement and initiative where procedures are not clearly defined;
- Knowledge of WH&S guidelines.

2. Experience

- Experience in a similar community-based role in the not-for-profit sector will be advantageous.
- Experience in front office & administrative tasks will be advantageous.
- Demonstrated experience in:
 - Organising and managing events.
 - Mobilising volunteers for social justice work;
 - Various software applications including Office 365, Word, Excel and PowerPoint.

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;
- Comfortable with experimentation and in taking calculated risks in order to innovate;
- Self-motivated and demonstrated ability to work independently / autonomously;
- Flexibility, including willingness to work outside office hours as the role requires.

Signed by: _____ (VIC Community Engagement & Fundraising Coordinator)

Date: _____

Signed by: _____ (FCR Director)

Date: _____