

Vacancy: Fundraising & Events Coordinator

Salary: Between £18,000 up to £25,000 per annum, depending on experience

Contract: Fixed subject to renewal

Hours: 40 hours a week

The organisation:

The Abrahamic Foundation was established in 2009 to serve the diverse needs of the Muslim community. It was founded by a group of scholars, teachers and other professional members from the community. The aim of the organisation is to create a centre that excels in providing high quality services in education, youth work, training, new Muslim provisions, and many other bespoke community services.

The role:

As the Fundraising & Events Coordinator, you will be responsible for planning, development and implementation of events and community fundraising initiatives to ensure the AF develops a sustainable calendar of activities and community events. The aim of the role will be to maximise the income generated from the various events which will in turn support the development of the organisation. This includes plans to move to a bigger premises, income generation and the like.

Key duties:

- Evaluate the viability and practicability of proposals for fundraising events proposed by either members of staff or others
- Take responsibility for implementation of events, (including off and online registrations) and deal effectively with any problems which may arise.
- Support events delivered by the Management Committee.
- Responsibility for all appropriate liaison with those raising funds, for both internal and external events, before, during and after events and for initial enquiries
- Identify and implement innovative, fresh fundraising ideas
- Co-ordinate and recruit volunteers required and liaise with outside agencies
- Monitor and report on sponsorship via online and offline methods
- Assist with the marketing of specific events, identifying new audiences whilst maintaining existing supporters and networks

To Apply:

To be considered for the Fundraising & Events Coordinator role please send your C.V to nasir.zameer@yahoo.co.uk accompanied with a **cover letter** explaining why you are applying for this vacancy and **how you feel your skills, relevant experience and achievements match the essential criteria for this role**. Please make particular reference to the **essential criteria** included in the person specification for this role.

Closing date: 17th June 2018

Interviews: 22nd June 2018