

Project and Innovation Manager (Fundraising)



Job Title:	Project and Innovation Manager (Fundraising)
Charity:	Nour
Salary:	£15,004 per annum Part-time, 18hrs a week (fixed hours, with flexible working arrangements)
Reporting to:	Operations Coordinator
Location:	Home based (will require travelling)
Contract:	Fixed Term Contract for 1 Year

Role Summary

As Nour's Project & Innovation Manager (Fundraising), you will be responsible for maximising income to sustain Nour's work through working with individuals, communities, corporations, trusts, statutory sector partners, voluntary sector partners and philanthropists amongst others. You will play a critical role in developing a fundraising team and subsequently enabling integration and collaboration across the Fundraising team and the wider organisation. You will have responsibility for leading the development, growth and engagement of marketing campaigns and projects.

Job Description

Job Purpose

The Project & Innovation Manager (Fundraising) will aim to maximise income from a range of sources to sustain Nour's work. The post holder will lead on marketing and fundraising to enable Nour to sustain current projects, innovate, develop and identify new opportunities. The post holder will rely on existing and new networks, generate new leads and partners for funding opportunities and for raising Nour's profile.

The post holder will be responsible for setting the strategic direction for fundraising, for following through on identified opportunities and creating sustainable growth.

Duties and Responsibilities:

Strategy and planning

1. To develop and action a fundraising strategy that can increase and diversify Nour's income streams to sustain the work of the organisation
2. Lead on the development of a marketing strategy to raise Nour's profile and increase the reach of the organisation.

Financial Planning and Budget Management

1. To achieve income targets that sustain Nour's current work and enable new opportunities for development.
2. Develop and maintain income and expenditure tracking and evaluation systems in collaboration with the Operations Coordinator.
3. To inform Nour's budget planning and financial management.

Fundraising

1. Develop and manage an effective fundraising plan
2. Recruit and manage a volunteer fundraising team
3. Manage the fundraising programme and ensure production of effective, high quality fundraising bids, proposals and reports.
4. Develop a diverse and sustainable income stream.

Partnerships and marketing

1. Working with the Operations Coordinator to develop innovative projects and marketing tools.
2. Foster new partnerships and network with existing and new stakeholders

Team working

1. Contributing to the development of team members through training on fundraising and marketing.
2. Attend team meetings and provide regular updates to the team and the trustees.

Any other duties deemed commensurate with the role.

Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by Application Form (A) and Interview (I).

Criteria	Measure		
	A	I	P
Essential Criteria			
A minimum of 3 years' experience in a fundraising role	✓	✓	
A successful track record in securing funds through bid writing and other forms of fundraising	✓	✓	✓
Experience of supporting and managing volunteers	✓	✓	
Self-motivated and able to manage others to achieve to achieve aims and objectives	✓	✓	
Excellent project management skills	✓	✓	
Excellent communication and relationship skills	✓	✓	
Experience of developing and delivering a marketing strategy and leading on promotional campaigns	✓	✓	
Experience of developing and actioning a fundraising strategy	✓	✓	✓
Experience of maximising opportunities through the use of social media and other media platforms	✓	✓	
Experience of working in a multidisciplinary team and demonstrating an inclusive approach	✓	✓	
Experience of successful budget management and reporting financial and other performance	✓	✓	
IT literacy including the use of Word, Excel, PowerPoint and online meeting platforms.	✓	✓	✓
Ability to prioritise workload and meet tight deadlines	✓	✓	
Ability to write and present reports in a legible and clear format	✓	✓	
Willingness and ability to travel within the UK	✓	✓	
Desirable Criteria	A	I	P
To have an understanding of the Islamic faith	✓	✓	