



## **IBN RUSHD CENTRE**

OF EXCELLENCE FOR ISLAMIC RESEARCH

### **The National Islamic Studies Library Project**

#### **Job Description: Events Officer**

You will work alongside the Team Leader. The Events Officer is responsible for assisting with the overseeing, delivering and organising fundraising events for the Organisation.

#### **Key Responsibilities**

He/she will:

1. help identify, help in the planning and delivery a range of fundraising campaigns and help to meet annual income targets by ensuring fundraising activities are undertaken at regular periods nationally.
2. explore new innovative fundraising opportunities, as well as more traditional events, exhibitions, conferences and fundraising dinners with the added aim of creating awareness of the project and donor relationships.
3. alongside the Team Leader you will help meet the increase income generation/donations year on year,
4. contribute towards fundraising strategy and growth.
5. increase donor interaction and acquisition e.g. social media engagement, and online donations post events.
6. develop, nurture and maintain relationships with current/potential donors, charity partners, organizations and businesses in the region, via networking (face to face and social media) and creating a regular presence within respected regions, in order to establish trust, help secure donations and promote awareness across a wide range of target markets.
7. Establish clear lines of communications by being the main point of contact between local organisations and Ibn Rushd Centre of Excellence for Islamic Research.
8. assist in the management and delivery of various engaging fundraising projects/activities by arranging dinners, nasheed concerts, speaker tours and conferences.
9. help in the management and nurturing of a network of regional volunteers in line with the volunteer recruitment strategy by collaborating with the volunteers, hosting recruitment events, providing training and to help develop volunteer recruitment process, provide a mutually beneficial volunteers program, and support to gain loyal organisational man power.

10. help in maintaining internal procedures/administration such as donor management systems, account management systems, and cash counting protocols by ensuring information input securely in a timely fashion to help maintain internal control and mitigation of risk.
11. Secure all income logs by ensuring they are filed correctly and that cash is bagged, sealed, tagged and banked in line with protocol to create and maintain funds, create an audit trail and maintain a failsafe for Ibn Rushd Centre of Excellence for Islamic Research.
12. Adhere to the charities policies and procedures, e.g. fundraising code of conduct, Health & Safety at Work, Freedom of Information Act 2000, Data Protection Act 1998, Equal Opportunities, Company Handbook, Quality Management System, Investor in People, etc. at all times in order to maintain high professional standards and maintain Ibn Rushd Centre's public image.
13. Take on board other duties in line and commensurate with FR strategy.

### **Key Skills**

1. Excellent organisational skills in and ability to work under pressure and meet tight deadline.
2. Exceptional interpersonal skills and the ability to interact effectively with individuals from various sectors and fields of practice.
3. Ability to foster effective working relationships within a team environment.
4. Ability to communicate and work effectively with external stakeholders.
5. Computer literate and competent with Microsoft Office, Social Media, Donor Management systems

### **Salary and Benefits**

A competitive salary of between £22,189 - £29,609 per annum, subject to qualifications and experience. Plus bonus incentives.

**How to apply** Applicants must have the right to work in the UK and demonstrate a commitment to the aims and ethos of Ibn Rushd Centre of Excellence for Islamic Research. Applicants should submit a covering letter and curriculum vitae to [s.hussain@ibnrushdcentre.org](mailto:s.hussain@ibnrushdcentre.org)

**Deadline: 31<sup>st</sup> March 2023**