

Fundraising Coordinator

Reporting Lines



Department	Fundraising	Reporting to	Head of Community Fundraising
Salary Range	£28,119 to £34,277	Version	FO-JD-V1-24
Subordinates	0	Working Hours	37.5 hours per week

Main Job Purpose

Action for Humanity (AFH) is a humanitarian organization dedicated to supporting communities affected by natural and man-made disasters. Our vision is a world of crises-resilient communities. Our mission is to mobilise resources and respond to emergencies through humanitarian, development, and peace-building actions, helping affected communities to survive, recover, and build a brighter future.

We are seeking a dynamic and passionate Fundraising Coordinator to join our team in Manchester. In this role, you will play an important part in generating income from engaging community initiatives and through creative online fundraising. You will also support the Fundraising team to conduct a range of office-based administrative tasks and organise and execute a range of events and activities in the community. Your role will be crucial to ensuring key operations of the Fundraising team run smoothly.

Responsibilities

Fundraising

- Secure donations from online and community sources;
- Proactively plan and organise community fundraising events and challenges, liaising with a range of stakeholders including staff, volunteers, suppliers, partners, etc;
- Develop and manage existing relationships with donors and partners, including by maintaining necessary and/or regular contact;
- Provide operational and logistical support to the fundraising team during community events and challenges, planning ahead where possible and responding to emergencies on short-notice;
- Draw on volunteers to support with community events and challenges. This is to be done by building a volunteer base, maintaining a strong relationship with volunteers and offering them routine volunteering opportunities
- Ensure compliance with fundraising regulations and best practices.

Administration

- Ensure accurate record-keeping and compliance, including numerous trackers and databases;
- Monitor and report on fundraising performance, providing regular updates to the Head of Community Fundraising;
- Support the Head of Community Fundraising with varied fundraising tasks in a flexible and timely manner;
- Support the Fundraising team, AFH's management, and other departments with emergency tasks that may arise, in a flexible and timely manner;
- Support the Fundraising team to maintain regular and engaging posts on the Fundraising team's social media and other online pages.

Other

- Represent AFH at external functions, including networking events and conferences;
- Collaborate with other departments to align fundraising efforts with organisational goals.
- Act swiftly on all other reasonable instructions provided by the Head of Community Fundraising and AFH's Management.

Our Values

Believe in the cause

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

Work together

Teamwork is the backbone of our work's success.

Give with grit

Being a "gritty" person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

Make life better

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

Work Environment

- 60 % indoors/office based
- 40 % outdoors/travel/events/work trips

Job Requirements

Education	<ul style="list-style-type: none"> • Bachelors degree in any subject, but relevant subject preferred (desirable)
Experience	<ul style="list-style-type: none"> • Some experience in Fundraising or a similar role in the charity sector (essential) • Experience of working in the community and being a part of events, going on deployments, or working in the field (essential)
Skills	<ul style="list-style-type: none"> • Communication and interpersonal skills • Organisation, time management, and planning • Event organisation and management • Microsoft Office Suite • Problem-solving
Languages	<ul style="list-style-type: none"> • English (essential) • Arabic or Urdu (desirable)