

<b>Job Title</b>	Fundraising Officer
<b>Location</b>	Bradford (outside travel would be required at times)
<b>Salary / Holidays</b>	£26,000 per annum Employee Assistance Programme (24/7 confidential helpline) Employee Contributory Pension Scheme 20 Annual Leaves + 8 Bank Holidays
<b>HRF Purpose:</b>	HRF provides emergency relief aid and assistance to ordinary people caught up in extraordinary, life-threatening situations. HRF's ultimate goal is to save and preserve life.
<b>Job Purpose:</b>	The purpose of the job is to co-ordinate HRF's fundraising activities and nurture established as well as newer fundraising sources.

## About HRF

Human Relief Foundation is a dynamic and impactful non-profit humanitarian organisation dedicated to providing humanitarian assistance to those affected by natural disasters, armed conflicts, and poverty across the world. Our focus is on providing assistance in the areas of emergency response, education, orphan care, healthcare, and sanitation. Human Relief Foundation has been one of the first responders to major crises in many countries, including displaced people in Iraq, and the continuing Rohingya refugee crisis.

With a commitment to making a positive change for some of the most impoverished people around the world, we're seeking a passionate and talented creative specialist to join our team. This role offers a unique opportunity to use your creative skills to contribute to create impactful design to promote our work and strike a resonant chord with our target donor audience

### Key Responsibilities:

The Fundraising Officer will take lead responsibility on a number of fundraising events, managing the budget and ensuring that financial targets are met, volunteers are recruited to maximise fundraising potential and take operational and financial responsibility for the event both before and after

You will be highly organised, innovative and have a track record of delivering a number of fundraising events ranging from gala dinners to sporting events. You will have the proven ability to achieve results through building strong lasting relationships with individuals and organisations

You will work across departments, so interpersonal skills are of high importance. You will need the confidence to deal with people at the very highest level, managing high-profile volunteers and donors with diplomacy and discretion

Seeing the humanity in every situation since 1991.

### Human Relief Foundation

2 Claremont, Bradford, West Yorkshire, BD7 1BQ T: +44 (0) 207 060 4422 E: [hello@hrf.org.uk](mailto:hello@hrf.org.uk) W: [hrf.org.uk](http://hrf.org.uk)

HRF is an NGO with special consultative status with the UN Economic & Social Council and is a signatory of the Code of Conduct for the International Federation of Red Cross and Red Crescent Societies.

Charity No. 1126281 & SC038671



To ensure timely communications with other colleagues, partners, sponsors and suppliers/agencies, donors, volunteers and other key audiences, in accordance with the nature of the work to ensure that all stakeholders are updated

To maintain good relationships with existing business supporters and recruit new business members and volunteer participants

To support the development and delivery of cash and regular giving appeals, using social media, email and direct mail to existing supporters

To seek opportunities to build on the success of existing fundraising activities and explore new avenues for raising funds

To work with the marketing and wider team to identify and develop opportunities to generate income

To help to raise the profile of HRF in the region they are working

To carry out risk assessments when holding an events

The Fundraising Officer will lead on fundraising activities, as well as assist the Fundraising Team with national and local campaigns and events.

Monitor relevant budgets and resources, including expenses

Organise and lead volunteer teams to assist with charity fundraising and development activities

The Fundraising Officer may be required to travel abroad to implement projects and distribute aid with staff / volunteers on deployments

Coaching and supporting volunteers

To undertake any other tasks, duties or projects which may arise from time to time in accordance with the level of this post.

To secure mosque collections during Ramadan and throughout the year

To carry out mosque collections during Ramadan Taraweeh prayers and throughout the rest of the year

**Target:**

3x the salary for first year, increasing to 5x the second year and so forth. Targets increase each year to ensure continuous growth and progression

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## Skills & Qualifications:

Ability to develop and implement effective fundraising strategies and campaigns

Excellent written and verbal communication skills for engaging with stakeholders

Experience in managing and organising fundraising events

Keen attention to detail in managing records and preparing reports

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