

Job title: **Fundraising officer**

Location: **Bradford, West Yorkshire**

Type: **Full-time**

Salary: **circa £27,000 per annum**

Application deadline: **17 March 2025**

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.

Overview

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 fundraiser to join our team. This role offers a unique opportunity to use your personal skills and networks to raise funds for our international aid programmes, and help us develop strong links with local communities.

Person specification

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.

You will lead on fundraising activities, as well as assist the fundraising team with national, local campaigns and events.

You may be required to travel abroad to implement projects and distribute aid with staff / volunteers on deployment, coaching and supporting volunteers.

Key responsibilities

Take lead responsibility on a number of fundraising events, managing budgets & ensuring targets are met;

Recruiting and supervising volunteers to maximise fundraising potential;

Ensuring 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;

Maintaining good relationships with existing business supporters and recruit new business members and volunteer participants;

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

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

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

To help to raise the profile of HRF in the community;

To carry out risk assessments when holding an events;

Monitor relevant budgets and resources, including expenses. Organise and lead volunteer teams to assist with charity fundraising and development activities

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.

Key skills

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.

Benefits

- Additional leave
- Bereavement leave
- Company pension
- Employee discount
- On-site parking

- Referral programme

How to Apply

Interested candidates should submit a CV and a cover letter detailing their interest in the position to ifza@hrf.co.uk