Fundraising Officer | Guidance Hub

Job title:	Fundraising Officer
Reporting to:	Fundraising Manager
Salary:	£8 p/h
Term:	3 Months, 40 hours per week (Flexible-working hours, weekend & evening work required)
Location:	Manchester, UK
Start Date:	Immediate *(working through Ramadhan)*

We are currently looking for outgoing individuals with great communication and people skills to join Guidance Hub as Fundraising Officers. You must be proactive and innovative with fundraising initiatives to secure income from a variety of streams. You will be responsible for the organisation of many fundraising activities. This is a proactive role which includes raising the profile of the charity to the community and potential funders.

The Job

Engaging with Guidance Hub Donors
Handling customer enquiries via telephone and email in a warm and courteous manner
Generating funding through telephone donations
Arranging street collections and Mosque collections nationally
Chasing pledges made by donors
Increasing the volunteer base
Facilitating an Iftar dinner
Creating online fundraising campaigns
Appearing on Radio and TV campaigns
Maximising donor retention
Increasing Guidance Hub Members
Distributing donation boxes

Desirable Skills

Sales experience (training included)
Outgoing personality
Empathetic nature
Great interpersonal skills Effective communicator

It's essential for the candidate to have access to a vehicle.

If you have the skills and enthusiasm required for this exciting opportunity, we would like to hear from you. Covering Letter and CV should be sent to careers@guidancehub.org We are looking to interview immediately.

To apply, please submit your CV and covering letter to careers@guidancehub.org by 13/05/18