

Fundraising Manager

HOURS: 37.5 hours per week

REPORTS TO: Head of Fundraising and Marketing

DIRECT REPORTS: 1

LOCATION: Green Lane Masjid and Community Centre

BACKGROUND TO GLMCC:

Green Lane Masjid and Community Centre is a leading UK mosque situated in the heart of Birmingham serving the community since 1979. Operating from its award-winning grade II listed Victorian building, GLMCC fulfils its mission of inspiring, educating and serving through its educational college, outreach work, welfare services, youth work, international humanitarian wing, as well as its fully functional mosque which is attended by thousands every week.

1. PURPOSE OF THE ROLE:

The Fundraising Manager will play a crucial role in sustaining the current fundraising income of the organisation, covering both its humanitarian arm (Taskforce GLM) and Green Lane Masjid. This role involves end-to-end campaign management on a monthly basis for both entities, including devising campaign calendars, setting up emergency campaigns, brainstorming and executing new fundraising ideas, and managing event planning and execution.

The Fundraising Manager will oversee new campaign management, major donor relationship building, writing grant funding applications to increase organisational revenue. They will support the Head of Fundraising with new initiatives for income growth and secure/strengthen relationships with large donors.

2. MAIN RESPONSIBILITIES FOR THE ROLE

- Sustain current fundraising income for both Taskforce GLM and Green Lane Masjid.
- End-to-end campaign management monthly for both entities, including campaign calendar development and emergency campaign setup.
- Brainstorm and execute new fundraising event ideas, liaising with relevant stakeholders.
- Manage new campaign management monthly, including collaboration with videography, website development, and design teams.
- Maximise opportunities for Jumu'ah collections and footfall engagement.
- Plan and execute four dinners annually for various campaigns.
- Deliver fundraising pitches and apply for grant funding to increase organisational revenue.
- Support the Head of Fundraising with new income growth initiatives.
- Secure and strengthen relationships with large donors to generate additional revenue streams.

3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
1.	Valid UK driving license	ESSENTIAL
2.	Educated to degree level or equivalent relevant experience	ESSENTIAL
EXPERIENCE:		
3.	Proven experience working within a fundraising/marketing department	ESSENTIAL
4.	Experience working on various social media platforms	ESSENTIAL
5.	Experience of working in the UK Islamic charity sector	DESIRABLE
6.	Experience working with key performance indicators	DESIRABLE
7.	Strong understanding of international development and humanitarian work	ESSENTIAL
8.	Extensive knowledge of digital and social media technologies and platforms	ESSENTIAL
9.	High level understanding of current marketing trends	ESSENTIAL
SKILLS & ATTRIBUTES:		
10.	Excellent interpersonal and communication skills in English (written and verbal).	ESSENTIAL
11.	Ability to work independently and collaboratively	ESSENTIAL
12.	Ability to manage a demanding workload and work within tight deadlines.	ESSENTIAL
13.	Ability to work in various environments to maintain relationships	ESSENTIAL
14.	Strong planning, strategising, prioritising, and delegating skills	ESSENTIAL
15.	Familiarity with fundraising feasibility assessment	ESSENTIAL
16.	Budget management skills	ESSENTIAL
17.	Excellent planning and organisational skills	ESSENTIAL
18.	Familiarity with WordPress software	DESIRABLE
19.	Knowledge of Islamic financial matters	DESIRABLE
20.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL

4. BENEFITS

- Enjoy 28 days of annual leave, inclusive of public holidays.
- Additional days off for Eid.
- Discounts on GLM educational courses.
- Free Madrasah places for your children.
- Additional leave for Hajj or exceptional circumstances.
- Continuous professional development tailored to your role.
- Conducive working religious environment.
- Shariah-compliant pension offered.
- Relevant training, as applicable to the role.

DISCLAIMER:

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).

Applications for this role will be accepted until **Tuesday 30th September 2025**

To apply, please email your CV and a covering letter to HR@greenlanemasjid.org