

## Head of Fundraising

### Green Lane Masjid & Community Centre

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**CONTRACT TYPE:** Fixed (37.5 hours per week)

**REPORTS TO:** CEO

**DIRECT REPORTS:** 2

**SALARY:** £37,000.00 – £42,000.00 (dependent upon experience)

**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:

As Head of Fundraising, you will lead the development and delivery of a strategic, multi-channel fundraising approach to grow and sustain income across GLMCC's core services and humanitarian arm. Working closely with the CEO and senior leadership, you will strengthen donor engagement, enhance team capacity, and ensure fundraising efforts are aligned with organisational priorities to support long-term financial sustainability and impact.

#### 2. MAIN RESPONSIBILITIES FOR THE ROLE

##### Strategic Leadership

- Lead the development and delivery of a comprehensive annual and multi-year fundraising strategy
- Set ambitious but realistic fundraising targets across key income streams (individuals, digital, events, grants, and major donors)
- Analyse performance and impact, and provide monthly income forecasts and reporting to the CEO and Board
- Identify and mitigate risks to income and compliance

##### Team Leadership & Development

- Manage the Fundraising Manager, Fundraising Officers, and relevant support staff
- Provide leadership, coaching, and development opportunities to maximise team performance
- Foster a culture of accountability, creativity and collaboration

##### Donor & Stakeholder Engagement

- Develop and implement a donor stewardship plan to deepen engagement with regular givers, major donors, and partners
- Represent GLMCC in external meetings and events to cultivate high-value relationships
- Support high-level donor meetings, including briefings, communications, and follow-up

## Campaigns & Income Generation

- Oversee the planning and execution of major fundraising campaigns (e.g. Ramadan, emergency appeals, international deployments)
- Ensure campaigns are integrated across digital, on-site, events, and partner platforms
- Drive innovation and digital transformation in fundraising practices

## Grant Funding

- Identify grant opportunities aligned to GLMCC's mission
- Oversee and support the development of compelling grant applications and reports

## Compliance & Systems

- Ensure accurate record-keeping, financial reconciliation and GDPR compliance
- Oversee the donor database and reporting tools
- Maintain effective internal processes to support income generation and accountability

## 3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

|                                 | CRITERIA                                                                               | ESSENTIAL/ DESIRABLE |
|---------------------------------|----------------------------------------------------------------------------------------|----------------------|
| <b>QUALIFICATIONS:</b>          |                                                                                        |                      |
|                                 | Valid UK driving license                                                               | <b>ESSENTIAL</b>     |
|                                 | Educated to degree level or equivalent relevant experience                             | <b>ESSENTIAL</b>     |
| <b>EXPERIENCE:</b>              |                                                                                        |                      |
|                                 | Minimum 5 years' experience in a senior fundraising role                               | <b>ESSENTIAL</b>     |
|                                 | Proven experience of managing diverse income streams and delivering six-figure targets | <b>ESSENTIAL</b>     |
|                                 | Experience leading and developing high-performing teams                                | <b>ESSENTIAL</b>     |
|                                 | Experience working within the UK Islamic charity sector                                | <b>DESIRABLE</b>     |
|                                 | Demonstrable understanding of international humanitarian work                          | <b>ESSENTIAL</b>     |
|                                 | Experience using CRM systems and data-led donor development                            | <b>DESIRABLE</b>     |
| <b>SKILLS &amp; ATTRIBUTES:</b> |                                                                                        |                      |
|                                 | Excellent written and verbal communication skills                                      | <b>ESSENTIAL</b>     |
|                                 | Strategic thinker with strong analytical and decision-making skills                    | <b>ESSENTIAL</b>     |
|                                 | Strong interpersonal skills and emotional intelligence                                 | <b>ESSENTIAL</b>     |
|                                 | Confident in public speaking and fundraising presentations                             | <b>ESSENTIAL</b>     |
|                                 | Knowledge of Islamic values and professionalism in an Islamic environment              | <b>ESSENTIAL</b>     |
|                                 | Proficient in Microsoft Office and digital marketing platforms                         | <b>ESSENTIAL</b>     |
|                                 | Familiarity with digital fundraising and media trends                                  | <b>DESIRABLE</b>     |
|                                 | Knowledge of Islamic financial matters                                                 | <b>DESIRABLE</b>     |
|                                 | Professional and polite under all circumstances, adhering to Islamic principles.       | <b>ESSENTIAL</b>     |
|                                 | Commitment to the aims and objectives of GLMCC.                                        | <b>ESSENTIAL</b>     |

#### 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.
- Bright Exchange discounts available.
- Volunteering options for employees.
- 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 **Wednesday 31<sup>st</sup> December 2025**

To apply, please email your CV and a covering letter to [HR@greenlanemasjid.org](mailto:HR@greenlanemasjid.org)