



## ***JOB DESCRIPTION***

### **Fundraising Officer**

<b>Job Title:</b>	<b>Fundraising Officer</b>
<b>Hours of Work:</b>	<b>3 days a week, 21 hours a week</b>
<b>Salary:</b>	<b>£40,221 (pro-rate)</b>
<b>Duration of Contract:</b>	<b>1 years - renewable subject to funding</b>
<b>Accountable to:</b>	<b>Executive Director</b>

#### **About IKWRO**

IKWRO –Women’s Rights Organisation (IKWRO) is an award-winning charity founded (as the Iranian and Kurdish Women’s Rights Organisation) in 2002. IKWRO is a registered charity which provides advice and support to Middle Eastern, North African and Afghan women and girls living in the UK, who have experienced, or are at risk of all forms of “honour” based abuse, including; forced marriage, child marriage and female genital mutilation (FGM), or domestic abuse.

We work with women and girls of all ages, including lesbian women, bisexual women and trans women. We offer services in [Kurdish](#), [Farsi](#), [Arabic](#), [Dari](#), [Pashto](#), [Turkish](#) and [English](#).

IKWRO offers free advice, [advocacy](#) and [counselling services](#) and operates a [refuge](#) which provides safe accommodation and specialist support to single women at risk of “honour” based abuse, forced marriage and domestic abuse.

IKWRO also provides training for women and girls to help them understand their rights in the UK. In [partnership](#) with other organisations, we assist survivors of abuse with accessing English language classes and education, training and employment opportunities.

As well as supporting women and girls directly, we offer advice and [training for professionals](#) from the statutory and voluntary sectors, to better understand the needs of the women and girls we represent, the types of abuse they experience and to provide best practice prevention and support services.

We [campaign](#) to increase awareness and improve laws and policies to tackle all forms of [“honour” based abuse](#) and harmful practices including; [forced marriage](#), [child marriage](#), [marital captivity](#), [female genital mutilation](#), [virginity testing and hymenoplasty](#), discrimination by [sharia courts](#) and to push for better laws and policies to protect women’s and girl’s rights.

## **Purpose of Job**

The Fundraising Officer will work as part of the Fundraising and Marketing team and will be responsible for:

- Nurturing relationships with existing and prospective donors
- Sustaining and developing our group of individual and community-based supporters.
- Growing income, including regular giving, donations, appeals, legacy giving, community groups and other fundraising activities.

We are looking for a strong communicator with some experience of fundraising who is keen to develop their career in this area.

## **Physical Condition**

This post can be undertaken on a hybrid working basis with some days home-working and some days working in IKWRO's offices.

## **Areas of Responsibility**

We are looking for an experienced fundraiser and strong communicator to:

- Develop IKWRO's new fundraising strategy.
- Sustain and grow IKWRO's income.
- Write engaging applications and reports to Trusts and Foundations.
- Research and identify new prospects within Trusts and Foundations and engage with potential and existing contacts.
- Sustain and develop new individual and community-based supporters and fundraisers, regular giving, donations, legacy giving and in-memory income.
- Plan and create a fundraising calendar to maximise fundraising activity and income.
- Plan and develop fundraising campaigns and appeals, and other fundraising activities.
- Maintain fundraising database and keep track of targets against organisational budget.
- Create and maintain fundraising material and content.
- Manage and update IKWRO's fundraising platforms, including thanking donors, contacting.
- Produce regular reports to the Board of Trustees.
- Deal with fundraising enquires and liaise with relevant colleagues.
- Work flexibly within agreed working patterns.
- Work within IKWRO's projects policies, procedures, frameworks and processes.
- Embrace and promote anti-discriminatory practice in all aspects of this role.
- Undertake training or development opportunities provided by IKWRO.
- Attend staff meetings and other events as required.
- Carry out any other duties or training commensurate with the post
- Work with respect and in partnership with colleagues within and external to IKWRO.

## **Person Specification**

• Excellent track record in securing Trusts and Foundations funding, growing income and developing and implementing fundraising activities.
• Excellent written and verbal communication skills and a keen eye for detail and accuracy.
• Experience in creative, outstanding storytelling, appropriately capturing beneficiaries' experiences, with the ability to tailor messages to different audiences.
• Proactive, enthusiastic and collaborative attitude with drive to carry out projects to conclusion.
• Ability to work independently, within a team and remotely and to work under own initiative, identify objectives, prioritise work, handle pressure and take decisions.
• Passionate about IKWRO's mission to tackle "honour" based abuse, domestic abuse and racism and support victims and survivors and awareness of these issues.
• IT literate including in Outlook, Excel, Word, PowerPoint and experienced in online/digital fundraising.
• Knowledge of GDPR/ data protection.
• Excellent organisational, project management and time-management skills.

## **Campaigns and Communications Manager Application Guidance Notes**

We shortlist applicants for interview by matching the details given on the completed application form against both the role description and the person specification. We will be looking for clear evidence to show that your experience, skills and knowledge match those set out in the person specification and role description. We are interested in all relevant experience, wherever you have gained it, as well as beyond paid employment, that may contribute to your ability to meet the requirements of the job. All parts of the role description and person specification should be addressed, as information not given or not made explicit on the application form cannot be taken into account in the shortlisting process. Please note that CVs are not accepted and any information given on a CV will not be considered.

Due to the high quality and number of applications we receive, we only contact shortlisted candidates. If you would like confirmation that you have not been successful, please contact us.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend interview please contact [jobs@ikwro.org.uk](mailto:jobs@ikwro.org.uk). Our offices are accessible.