



### **Job Posting - SEASONAL FUNDRAISING CONTRACTOR**

At **Human Concern International (HCI)**, we are committed to responding swiftly and effectively to crises, ensuring that communities receive the support they need when they need it most. For over 40 years, HCI has been at the forefront of emergency relief, delivering aid and hope to families in over 40 countries.

HCI is seeking a **Seasonal Fundraising Contractor** who will play a key role in enhancing our fundraising efforts, optimizing resources, and supporting our ongoing emergency response and relief initiatives. As a Seasonal Fundraising contractor, you will work closely with the fundraising team to establish, maintain, and grow relationships with local organizations, mosque communities, and donors, helping to ensure that our critical programs have the resources they need to make a lasting impact. This is a highly rewarding opportunity to contribute to HCI's mission while gaining hands-on experience in fundraising and community outreach.

**Reporting To:** Manager of Fundraising

**Location:** Multiple Locations

**Number of Positions:** 4

**Terms:** Contract - Part time

**Deadline to Apply:** Ongoing until position is filled

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## **Key Duties and Responsibilities**

### **Fundraising and Relationship Management**

- **Community and Organizational Outreach:** Work with the fundraising team to establish, maintain, and grow relationships with local organizations, mosque communities, and their Boards of Directors.
- **Stakeholder Engagement:** Support local fundraising officers by collaborating with mosque communities to ensure their involvement in fundraising efforts, particularly during Ramadan and other key events.

### **Administrative Support**

- **Liaison between Finance and Vendors:** Coordinate with the finance department and external vendors to ensure timely payments, collection of cheques, and completion of necessary paperwork.
- **Recordkeeping and Data Management:** Assist the donor care department by updating donor information and maintaining accurate donor records.

### **Event Planning and Execution**

- **Fundraising Activities:** Be available during key prayer times (Jumma & Taraweeh) and throughout Ramadan for fundraising events and collections.



- **Event Coordination:** Assist in the planning and execution of special fundraising events, such as donor/volunteer appreciation gatherings, fundraising tours, and other initiatives.
- **Sponsorship and Brand Awareness:** Support efforts to seek sponsorship for community events that align with HCI's mission and help raise funds, while also promoting HCI's brand visibility.

### **Community Outreach and Engagement**

- **Community Calendar:** Create and maintain a calendar for outreach activities, including community events, workshops, and other opportunities for engagement.
- **Local Partnership Development:** Support outreach to mosques and local organizations to explore and establish fundraising opportunities.

### **Additional Responsibilities**

- **Other Tasks as Assigned:** Perform other duties as assigned to contribute to the overall success of the fundraising department and HCI's mission.

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### **Qualifications, Skills, and Experience**

- Background in Development, Humanitarian Studies, or a related field.
- Minimum 1 year experience in outreach, coordination, and customer service.
- Proficiency in project management tools, budgeting, and reporting.
- Excellent communication and interpersonal skills, with a proven ability to work with diverse stakeholders.
- Analytical and problem-solving skills with the ability to adapt to rapidly changing circumstances.
- Strong organizational and time-management skills, with attention to detail.
- Willingness to travel to crisis-affected areas when required.

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### **Our Offer**

- **Competitive Salary:** Commensurate with experience and qualifications.

***Travel, evening, and weekend work will be required.***

*If you are interested in this position, please email a cover letter and resume to [careers@humanconcern.org](mailto:careers@humanconcern.org) with the subject heading "Seasonal Fundraising Contractor".*

***We appreciate all applications; however, only candidates selected for an interview will be contacted.***