



## ***Job Description for Part Time Community Fundraiser at Palestine Community Foundation***

Palestine Community Foundation (PCF) is an NGO which was established in October 2018.

In just a year we have established ourselves as a productive and exciting new organisation advocating for Palestine in the UK, through promoting both the cultural and the human rights / justice aspects of Palestine, through projects, events and online advocacy.

Our activities have included circulating a weekly round-up of news from Palestine; hosting panel discussions, a gala dinner and an Eid festival among other events; sending a cycling group on an advocacy visit to the West Bank and hosting a cultural exchange program bringing a teenage dabke group from Bethlehem to the UK.

Now established, in 2020 we are looking to widen our support base and increase our fundraising efforts, using various channels.

We are looking for an experienced and motivated fundraiser to join our growing team and manage our fundraising on a part time basis of 3-4 days a week.

You will be working alongside and supported by our office based in Hammersmith, but will also spend time working independently and travelling around the UK representing PCF.

Alongside fundraising experience, ideally in the charity/NGO sector, some knowledge of the Palestinian experience and issues is required. Arabic is beneficial.

**Part Time:** 3-4 Days a Week

**Salary:** £25 to £28K pro rata, negotiable depending on experience.

### **Role**

As a new role in the organisation, much of what the role encompasses will be shaped as we go and you will therefore need to be a flexible worker who thrives from variation in their job.

Aspects of the role can/will include:

- Help to launch a membership package scheme and recruiting sign-ups
- Promote and represent PCF's work to individuals and co-operations to secure fundraising
- Public figures/celebrity outreach; help PCF secure support from within a network of well-known figures supporting Palestine
- Research charitable trusts and submit grant applications when necessary
- Inspire people to hold their own fundraisers for us and supporting them with ideas and practical support
- Seek legacy donations

- Identify potential donor communities and companies
- Mobilise and manage volunteers when relevant
- Help manage and come up with ideas for the PCF shop, from product design to pricing to administering sales
- Setting up PCF with a texting donation platform
- Raise awareness of PCF through the media and public channels – working alongside the communications team

### **Experience**

#### **Necessary**

- A university degree
- 2+ years' experience in fundraising, ideally within the UK charity sector. Please demonstrate details of fundraising achievements in this role(s) in your cover letter.
- Strong written and spoken communication skills (demonstratable)
- Strong ethics and belief in human rights, equality for all including rights for Palestinian people
- Some experience or knowledge in Palestinian advocacy
- Proactive and resilient
- Creative and shows initiative: bringing your own suggestions for fundraising and potential donors

#### **Desirable**

- Spoken Arabic
- A community organiser or similar with strong connections which could benefit fundraising efforts
- Experience applying for charitable grants
- Experience in applying for charity status

### **To Apply:**

Please send a cover letter and CV to [info@palestinefoundation.org.uk](mailto:info@palestinefoundation.org.uk) by midnight on Sunday 19<sup>th</sup> January. Please contact us with any further questions. Good luck!