

Kick-Start a Rewarding Career

**Recruitment Pack 2025 | 1446 AH
For the Role of Mosque and Community
Fundraising Officer**

Apply Online



Job description for the role of Mosque & Community Fundraising Officer

The Preliminaries

Location	Greenfield Road, London E1	Type	In-Office & Remote
Salary	Competitive	Reporting	Head of Fundraising / Director of Community Engagement
Hours	Full-Time / Part-Time		

Job Purpose

Lonely Orphans is looking for a passionate and motivated individual to lead community-based fundraising and engagement within the UK Muslim community. This role focuses on building partnerships with mosques, community centres and grassroots groups, especially during key Islamic periods such as Ramadan, Dhul-Hijjah, and special community days.

Key Responsibilities

Mosque Engagement

- Build and sustain strong relationships with mosque committees and maktab head teachers.
- Secure partnerships with at least 200 mosques annually for collections, khutbah mentions, and campaigns.
- Organise Jumu'ah collections, awareness days, and distribution of fundraising materials.

Community Outreach and Fundraising Events

- Build and maintain strong relationships with community leaders, local groups, sponsors, and partner organisations.
- Organise impactful community activities such as workshops, awareness days, and volunteer events.
- Act as a key point of contact for internal and external stakeholders to support smooth event delivery.
- Plan, promote, and deliver community fundraising events

Seasonal Campaigns (Ramadan & Special Periods)

- Recruit, train, and support volunteers for events and activities.
- Lead volunteer inductions and provide ongoing guidance and motivation.
- Implement retention strategies and regularly recognise contributions to maintain engagement.
- Develop and execute strategic fundraising initiatives in collaboration with the marketing team.
- Ensure high availability during evenings, weekends, and key Islamic days (Ramadan, Eid, etc.).
- Organise collection points, volunteer teams, and logistics for high-impact periods.

Marketing & Promotion

- Support the development of promotional strategies to maximise event participation.
- Coordinate with the marketing team to deliver branded materials on print and digital platforms.
- Ensure all event communications are consistent with the organisation's identity and tone.

Monitoring, Evaluation & Reporting

- Conduct post-event evaluations to collect feedback and assess impact.
- Prepare event reports covering attendance, finances, and engagement outcomes.
- Recommend improvements and bring forward innovative ideas for future events.

Lonely Orphans

Advocating for orphans and vulnerable children globally, fostering hope, joy and a future filled with opportunities for every child.
Lonely Orphans is a registered charity (1171230) in England & Wales.
Registered Offices 93-101 Greenfield Road, London E1 1EJ

Saving lives together

Person Specification for the role of Mosque & Community Fundriasing Officer

Candidate Profile

REQUIRED	DESIRABLE
Key Qualifications & Experience	
Strong understanding of UK Muslim communities, mosque structures, and Islamic giving traditions.	Background in the charity, NGO, or not-for-profit sector.
Experience in community fundraising, event planning, or volunteer coordination within faith-based or community-focused settings.	Familiarity with Islamic fundraising campaigns and key periods such as Ramadan and Dhul Hijjah.
Proven ability to build and maintain relationships with community leaders and stakeholders.	
Skills & Competencies	
Excellent communication, interpersonal, and relationship-building skills.	Fluency in Arabic, Urdu, Bengali, or another relevant community language.
Confidence in public speaking, delivering pitches or short talks at mosques or community centres.	Experience using donor databases, CRM systems, or basic design tools for event promotion.
Strong organisational skills and the ability to manage multiple tasks effectively.	
Other Requirements	
Flexibility to work evenings, weekends, and Islamic high seasons such as Ramadan and Eid.	Full UK driving licence and access to own vehicle.
Commitment to the values, ethics, and humanitarian mission of Lonely Orphans.	Willingness to travel nationally to support regional events and mosque partnerships.
Ability to work during high season such as Ramadan, Dhul Hijjah and any special days.	