

## **JOB DESCRIPTIONS**

Position Title: Officer - ISF Fundraising & Event

Reporting to: Head, ISF Fundraising & Event

Summary:

This list is no means exhausted and will be subjected to changes from time to time as and when required

MERCY Malaysia is looking for an experienced candidate for the position of Officer, Islamic Social Financing (“ISF”) who will be expected to attend to the following tasks:-

### **KEY RESPONSIBILITIES**

#### **Fundraising**

- Responsible for the management of MERCY Malaysia’s ISF event and fundraising activities;
- Assist to develop annual planning and budgeting plans for the department’s programmes and its activities, monitor progress reporting and ensure adherence;
- Responsible for the administration and management of the department’s day to day activities and operations;
- Ensure all fundraising initiatives are communicated effectively to both internal & external audiences through appropriate media;
- Ensure all fundraising and other special events meet the expectations of the Organisation through effective management, planning, development and evaluations;
- Liaise and network with relevant corporate and private sector organisations and individuals to promote the profile MERCY Malaysia and its ISF initiative to increase support and sponsorship from this sector;
- Assist to develop, administer and review policies and procedures for the department;
- Ensure excellent implementation on donor management initiatives and impactful/significant collaborations with funders

#### **Event/Project**

- Development, production and delivery of projects from proposal right up to delivery
- Delivering events on time, within budget, that meet expectations
- Setting, communicating and maintaining timeliness and priorities on every project
- Managing operational and administrative functions to ensure specific projects are delivered efficiently
- Being responsible for all project budgets from start to finish

#### **Others**

- Undertake any other duties of compatible natures as may be required from time to time

## **REQUIRED KNOWLEDGE, SKILLS, OR ABILITIES**

- Proficient in computer technology especially Microsoft Office applications.
- Excellent verbal and written communication skills.
- Strong customer service and social skills.
- Exceptional organizational and time-management skills.
- Follows instructions clearly and accurately within a timely fashion.
- Proactive and enthusiastic about delivering positive results.
- Creative, observant, independent, self-motivated, discipline, confident, leadership, team player, resourceful, good problem solving skill, eager to learn and help
- Discretion and trustworthiness.
- At least 2 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): copy writing, multimedia, public relation
- Candidate must possess at least Diploma or Degree in Business Studies /Administration / Management / Marketing or equivalent. Knowledge in Finance is an added advantage.
- Required language(s): Bahasa Malaysia, English