



الجامعة الدولية المفتوحة

**International Open University**

Former: Islamic Online University

📍 21 Kanifing Mosque Road, P.O. Box 2340, Kanifing South, KMC, The Gambia

☎ +2204379687/ +2203214700 🌐 www.iou.edu.gm ✉ info@iou.edu.gm

## **Recruitment of: Donations Manager**

### **Position Summary**

To provide administrative and strategic development to aid the process of donor care management. Establish a framework of operations, standards and processes that facilitate a streamline process of donation processing and donor care management. Additionally, to be responsible for giving financial and statistical clarity on income amounts and donation trends periodically with a heavy focus on data analytics. Lead the department in maintaining donors, nurturing the donor's ongoing support, building trust, rapport and providing insights to help the fundraising and marketing endeavors and ultimately drive business decisions.

**Title:** Donations Manager

**Department:** Finance

**Job Category:** Fundraising

**Direct Line Reports to:** Finance Director

**Job Type:** Full Time

**Working Hours:** Flexible

**Work Location:** Remotely

**\*\*Must be flexible with willingness to work weekends, evenings and during campaigns and busy periods.**

### **Qualifications:**

- Educated to A-level Standard
- Degree in relevant field or equivalent by experience

### **Skills:**

- Good communication and interpersonal skills
- Good organizational and effective time management skills
- Good ICT skills including software packages e.g., Office 365
- Good understanding of Zakat
- Strong analytical skills - Excellent data/financial recording and reporting skills, including accuracy and attention to detail
- Confidence to represent IOU at events and on other occasions



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### **Key Performance Indicators:**

- Achieve a minimum of \$5,000 per month in donations
- Ability to adapt quickly to changing deadlines and priorities
- Ability to work under pressure and work on own initiative
- Ability to work effectively within a team environment
- Ability to work unsociable hours during peak campaigns.
- Ability to communicate in English/Arabic
- Ability to thrive in a pressurized environment
- Self-motivated and able to carry out repetitive work

### **Job Responsibilities:**

- Making formal submissions to institutions for donor funding.
- Building a high-net-worth donor network.
- Maintaining relations with donors.
- Training local staff and SC to engage potential donors in their areas.
- Maintaining donor's database, record keeping, communicating to management timely on the updates.
- Plan on-ground fundraising events in collaboration with reps/SCs.
- Evaluate the effectiveness of these events.
- Telecalls to current/potential donors to persuade them to donate.
- Donors database management - preparation of monthly donors, annual donors, etc.
- Execution of Zakat campaign (on-ground) in collaboration with reps/alumni/SCs
- Researching and approaching trusts, government agencies, and other bodies that could make grants to IOU/1MAS.

### **Commission:**

**Based on the success of the donations the commission may be revised with mutual agreement at the end of the contractual year.**

1. The commission on the donations raised shall be only subjected to the funds independently raised by the Donations Manager through public relations and initiatives.
2. Proper documentation should be maintained and submitted to the finance department upon applying for commission i.e. commission form, donors' basic and contact details, financial documents, etc. Commission should only be claimed for



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those transactions that are reflected in the bank accounts as there may be promises, agreements etc where donors agree to pay and the renege on their donation.

3. The commission shall be paid as per the defined schedule by IOU which will be at the end of every semester closing April 30th and October 31st.

4. The commission percentage per month shall vary depending on the donations threshold met, please find below the slabs for your reference:

**Slab a:** Donations up to \$5,000: 0%

**Slab b:** Donations between \$5,001 - \$20,000: 3% of the amount raised beyond slab 'a' upper threshold + Slab 'a' commission

**Slab c:** Donations between \$20,001 - \$30,000: 5% of the amount raised beyond slab 'a' upper threshold + Slab 'a' commission

**Slab d:** Donations between \$30,001 - \$50,000: 7% of the amount raised beyond slab 'b' upper threshold + Slab 'a' & 'b' commission

**Slab e:** Donations between \$50,001 and above: 10% of the amount raised beyond slab 'c' upper threshold + slab 'a', 'b', & 'c' commission.

**Bonus can be paid at the end of the year, based on the donations raised collectively as a whole, amount/percentage which shall be solely at the discretion of the International Open University.**