

Job Description	
Job Title:	Fundraising Assistant
Location:	Hybrid between office and home (Dubai-based role)
Reports to:	Fundraising and Partnerships Coordinator
Contract type:	Permanent full-time role
Direct Reports:	None

OVERALL PURPOSE OF THE JOB

The Fundraising Assistant will support the development and delivery of The Sparkle Foundation's fundraising strategy, working closely with the Project Coordinator, Marketing Coordinator, Volunteer Coordinator and the Malawi-based team. The role will provide administrative, research, and operational support across all fundraising activities, helping to secure income, maintain strong donor relationships, and support fundraising events and campaigns.

Fundraising Support

- Assist with the implementation of the fundraising strategy and annual activity plans across multiple income streams
- Support the development and maintenance of the donor database (Beacon CRM), ensuring accurate records of communications, donations, and pledges
- Support with the preparation of grant applications, reports, and other funding documentation
- Conduct research on potential donors, corporate partners, trusts, foundations, and funding opportunities
- Assist with account management of existing donors, sponsors, and partners, ensuring timely communication and stewardship

Events & Campaigns

- Support the planning and delivery of fundraising events, both in-person and virtual
- Assist with logistics, invitations, communications, and reporting for events, including the Annual Sparkle Gala
- Work with the Marketing Team to ensure effective promotion of fundraising activities across digital and social media channels

Administrative & Operational Support

- Assist in tracking fundraising performance, KPIs, and income reporting, providing updates to the Fundraising and Partnerships Coordinator
- Support volunteers and interns involved in fundraising activities, providing guidance and administrative coordination
- Help ensure all fundraising activities comply with legal and ethical standards, including UAE fundraising regulations, IACAD requirements, GDPR, and donor conditions
- Support the production of reports and presentations for internal stakeholders and Board meetings

Partnerships & Donor Relations

- Support the management of corporate and individual partner accounts, ensuring timely updates and engagement
- Assist in coordinating fundraising campaigns with school partners, community groups, and corporate partners
- Support initiatives to develop new donors, corporate supporters, and community fundraisers

WORKING RELATIONSHIPS

- Work closely with the Marketing team
- Work closely with volunteers
- Work alongside Corporate Partners / Donors who may support events, fundraising activities and marketing initiatives

IDEAL EXPERIENCE, SKILLS & PERSONAL ATTRIBUTES

- Experience or interest in fundraising, charity work, or non-profit administration
- Strong organisational and administrative skills, with attention to detail
- Excellent written and verbal communication skills
- Ability to work collaboratively with multiple stakeholders across regions
- Proficiency in Microsoft Office; experience with CRM systems (e.g., Beacon) is desirable
- Willingness to occasionally work outside standard hours to support events

WORKING HOURS AND BENEFITS

This is a full-time role based in Dubai, working 40 hours per week. The postholder will be expected to work four days in the office and one day from home. Occasional flexibility may be permitted within reason, subject to operational needs and line manager approval. Annual leave entitlement is 22 days (pro rata) plus UAE public holidays, in line with MOHRE regulations. Some evening or weekend work may be required to support events and key activities, with time off in lieu provided. The role is offered on a permanent contract, subject to a six-month probation period.

We offer a supportive and collaborative working culture, with opportunities for professional growth and the chance to make a meaningful impact through our work.