**ROLE DESCRIPTION**

**Team: Executive Committee**

**Location: UK Based**

**Liaison with**: All EC members

**Role**

To manage the database of members and donors as part of IUS’s membership structure

To manage volunteers

**Summary of Tasks**

1. To manage the database of members and donors in a confidential manner
2. Add new members and donors, send them welcome packs by post and update the database with changes in members’ contact details
3. Send renewal reminders to members and donors whose payments are expiring.
4. Coordinate the posting of VOU, Wall Planners and other material to IUS members and donors on a regular basis.
5. Actively recruit new members and donors in events by liaising with the London and Manchester chairpersons, and the Finance team.
6. Respond to queries to [membership@ius.org.uk](mailto:membership@ius.org.uk) and [volunteers@ius.org.uk](mailto:volunteers@ius.org.uk).
7. To Manage details of volunteers and provide support and be first point of contact for queries volunteers may have regarding their positions in IUS.

**Qualities and skills needed:**

* Able to use Microsoft Access database software and use mail merge features in Microsoft office
* Able to work on own initiative
* Able to work under pressure and to deadlines
* Able to answer emails promptly
* Have regular access to a scanner
* Familiar with Royal Mail postage system
* Good persuasion and/or sales skills
* Keen eye for detail

**Desirable skills:**

Experience of using Salesforce CRM

**What IUS Offers:**

The Islamic Unity Society is a registered charity that has reached thousands of young Muslims in the UK since 1995. IUS will provide an induction when you start and help you improve your CV through valuable skills and experience.

If you are interested in taking on this role or to find out more information, please fill in the volunteer enquiry form at [www.ius.org.uk/volunteering.html](http://www.ius.org.uk/volunteering.html) or email [volunteer@ius.org.uk](mailto:volunteer@ius.org.uk)