# Candidate information pack

# Trust and Foundation Fundraising Officer

This is an outstanding opportunity to join MRF as it transforms its fundraising approach to support global efforts to defeat meningitis by 2030.

The Meningitis Research Foundation has been at the forefront of the fight against meningitis in the UK for over 30 years. Meningitis can kill in a matter of hours and one in five who survive are left with life changing disabilities. We’ve supported those affected with this devastating disease, we’ve campaigned for the introduction of vaccinations and funded vital research.

Now, the experience gained from our close and ongoing connection with patients and their families, our success in advocating for change on their behalf and our strong reputation for evidencing the case for change is enabling us to play a significant role on the global stage. We have played an important part in helping develop the World Health Organisation’s Roadmap to Defeat Meningitis by 2030 and we serve as one of six members of the Roadmap’s Technical Task Force alongside UNICEF.

People impacted by meningitis in the UK and, now, across the world depend on MRF for support and rely on us to make sure their voices are heard. Amplifying their voices is critical if we are to stop millions of individuals and families having to go through the trauma and loss which meningitis brings.

**Purpose**

Our growing responsibilities require us to make a step change in fundraising and we have taken the strategic decision to invest in the growth of our high and mid-value income streams with an expanded team. The recruitment of a Trust and Foundation Fundraising Officer is a crucial step in our fundraising strategy.

This is an opportunity for an individual with strong fundraising experience to join us and play a vital role in the team, carrying out in-depth research on potential trust and foundation supporters, creating and submitting compelling applications, managing a portfolio of charitable trusts and supporting the development of new international high value partnerships, strategically aligned with our priorities.

MRF are a medium-sized, agile team with a great deal of ambition and courage. The right candidate will enjoy a close working relationship with inspiring colleagues across the charity and will undoubtedly develop as a fundraiser as we face the challenge of meningitis head on.

The role reports to the Director of Partnerships and Funding in a multi-disciplinary fundraising team.

# About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia are illnesses that can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher risk than others

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is almost impossible to separate as a diagnosis from meningitis) are the second biggest infectious killers of under 5’s globally. They kill more under 5’s than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say “Please make sure no one else has to go through what we have”.

# About Meningitis Research Foundation

Over the past 30 years Meningitis Research Foundation has developed into the world’s leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone.  A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Our flagship work includes:

* Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](https://www.who.int/initiatives/defeating-meningitis-by-2030).
* Running the [Confederation of Meningitis Organisations](https://www.comomeningitis.org/) which represents 50 like-minded members in more than 30 countries.
* Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](https://www.meningitis.org/mpt) , a critical tracking mechanism for the new global roadmap.
* Co-leading on the advocacy and engagement pillar of the new global roadmap with UNICEF.
* Providing a secretariat support function for the [Global Meningitis Genome Partnership](https://www.meningitis.org/global-meningitis-genome-partnership) building on the establishment of the Global Meningitis Genome Library.
* Delivering an internationally renowned [research conference](https://www.meningitis.org/healthcare-professionals/conferences-and-symposia/mrf-conference-2019) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
* [Funding research](https://www.meningitis.org/research-projects) into meningitis, especially related to genomics and the lifetime impact of meningitis.
* Providing a world class website and support service that has over 2 million uses each year.

We are currently a medium sized charity with around 25 staff and an average of £2-£3milion income each year but with a belief that there is potentially to grow from this historic base using the potential of the new global roadmap and our increased UK and international profile.

# Our values

Our values are extremely important to us and mean far more to us than words on a page.

## We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

## We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

## We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we’ve gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it’s providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. If these are not your values, we encourage you to seek work with another employer whose values better match yours.

More information on MRF [website](https://www.meningitis.org/).

# Job description: Trust and Foundation Fundraising Officer

## Purpose

To secure long-term, sustainable trust and foundation income for MRF’s existing and emerging projects. The successful candidate will also work alongside the Director of Partnerships and Funding to identify and qualify multi-year international funding prospects.

Reports to

Director of Partnerships and Funding

## Responsibilities

**Core**

* Develop and maintain a programme of ongoing research and analysis of potential funders to develop a pipeline of appropriate charitable trust and foundation prospects.
* Tailor existing, and develop new, funding proposals to secure trust and foundation income for a range of projects
* Undertake in-depth desk research into prospective high value international partners
* Account manage existing relationships, using engagement opportunities and motivational stewardship that ensure the relationships are developed and maximised.
* Create and execute plans and budgets to meet income targets, keeping these clear and up to date
* Contribute to the departmental operating plan and budget
* Present written and verbal reports on progress against targets and plans

**General**

* With the Director of Partnerships and Funding draw up and agree annual targets, plans and budgets
* Maintain clear records of opportunities, pipeline, communications, applications and outcomes, and report regularly
* Maintain a good understanding of MRF’s activities, seeking and proposing new ways of turning these into compelling fundraising asks, and keeping abreast of our research portfolio and of current developments in the field of meningitis
* Represent the charity in a professional, confident, and client focused manner, through all channels and in face-to-face meetings and networking events
* Respond to new opportunities and manage these alongside the planned workload
* Other duties as reasonably requested by the Director of Partnerships and Funding or Head of Fundraising

Job to be carried out in consultation with the Director of Partnerships and Funding, in accordance with the policies and procedures established by the Trustees, to agreed targets, plans and budgets.

## This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

## Person Specification

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| --- | --- |
|  | Essential / Desirable  |
| Training, Experience and Qualifications  | Proven track record of successful Trust fundraising | E |
| Educated to degree level or equivalent | D |
| Experience of moving prospects through stages of engagement in a pipeline | E |
| Experience of working within a research or technically focused non-profit organisation | D |
| An understanding or appreciation of science and scientific approaches | D |
| An understanding of international development and project delivery | D |
| Knowledge of the voluntary sector | E |
| Understanding of financial reports and reporting | D |
| Knowledge and Skills | Excellent proven relationship building skills, including ability to network | E |
| Ability to establish and maintain good working relationships with people from a wide range of backgrounds and seniority and to communicate at their level | E |
| Ability to innovate, spotting opportunities for fundraising | E |
| Ability to create engaging and visually inspiring written communications, including efficient use of Word, Powerpoint | E |
| Good organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines | E |
| Highly numerate, with the ability to understand and engage with trusts within due diligence processes | E |
| Microsoft Office packages including Outlook, Word, Excel or similar | E |
| CRM and/or fundraising databases | E |
| Ability to quickly master new complex information and ideas, and make these accessible to others | E |
| Attention to detail | E |
| Strong research skills and an evidence driven approach to working | E |
| Personal Attributes | Self-motivated and able to work on own initiative | E |
| Creative and willing to be accountable for trying new ideas | E |
| A role model to colleagues | E |
| Maturity and professionalism | E |
| Ambitious, with a desire for constant improvement | E |
| Self-confident and willing to ask clear questions and challenge in a sensitive and professional manner | E |
| Effective team player with an ability to build effective working relationships | E |
| Reliable and consistent | E |
| Sensitivity, diplomacy and empathy | E |
| General | Able to work occasional unsocial hours and a willingness to travel, occasionally overnight | E |
| Full driving licence | D |

Terms and Conditions

## Location

Your normal place of work will be either in the Bristol office or working from home with occasional work elsewhere if required to travel for work purposes which could include international travel.

## Annual salary

£30,000-34,000 (depending on experience) including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

## Contract Type

Permanent

## Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

## Annual Leave

25 days + statutory & public holidays. The Charity’s holiday year runs from 1st April to 31st March.

# Application process

Due to the urgency in filling this key role, CVs and covering letters will be considered on a rolling basis with interviews arranged by mutual agreement.

Subject to latest COVID control guidance from Government, interviews are planned to take place in person in Bristol and candidates should be prepared to travel if necessary to attend this interview.

If you have any questions or would like to discuss the role further please contact Stephen Morton, Director of Partnerships and Funding, by email at stephenm@meningitis.org.

Please return your CV and a covering letter via e-mail to beckym@meningitis.org or post to Becky Miller at Meningitis Research Foundation, Spaces, Programme, The Pithay, Bristol, BS1 2NB

MRF is committed to safeguarding, and any advertised role will require references and confirmation of your identity will be undertaken. Following receipt of satisfactory references the successful candidate will be able to start work soon after receiving their offer of employment.