

Job Vacancy

National Events Fundraiser

Salary: Circa £24,000 depending on experience + 6% pension contribution

Location: Bristol

Benefits:

- 6% employer pension contribution
- 24.5 days annual leave plus statutory bank holidays
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Home working: where appropriate staff can split time between the office and home as agreed with their line manager
- Cycle to work scheme

Purpose

This is an exciting opportunity for a fundraiser to take sole responsibility of our London Marathon event with over 150 runners and other national fundraising events. Playing a lead role in our fundraising team, you will be supporting our new Global Task Force to defeat Meningitis by 2030. Inspiring others to take action and help defeat meningitis through participation in our national events programme. Developing, diversifying and growing MRF's income from events.

The candidate

We are seeking a creative and proactive individual committed to our values. The ideal candidate will be enthusiastic and inspire others to take action, building relationships that last. Managing a portfolio of projects including our flagship event Virgin London Marathon, you will bring real energy and drive to a role that also requires attention to detail, sensitivity and flexibility. You will be working with a lively, friendly and varied team.

The application process

This is a vacant role which we are looking to fill as soon as possible. We encourage people to apply early as the application process will close if a suitable candidate is found. If you have any questions or would like to discuss the role further please contact Jenny Robinson on 0333 405 6241.

Please return application and equal opportunities forms via e-mail to laurah@meningitis.org or post to Laura Hardidge at Meningitis Research Foundation, Newminster House, Baldwin Street, Bristol, BS1 1LT. Please be advised that CVs alone will not be considered.

Following receipt of satisfactory references the successful candidate will be able to start work soon after receiving their offer of employment.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure "no other family has to go through what we have".

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.

Over nearly 30 years we have played an instrumental role in helping to reduce death and disability from meningitis and septicaemia wherever it exists. To achieve this our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

With a drive to continue ongoing work in the UK and Ireland whilst growing our international presence significantly, we are about to embark on a new phase of development for the charity. We believe there has never been a more exciting time to join our 40 strong team at offices in Bristol, Edinburgh, Belfast and Dublin.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated professionals to grow. We reward with good working conditions, competitive salaries and terms and conditions, respect and equal opportunities

Job Description - National Events Fundraiser

Context

We exist to defeat meningitis, this role within the head office fundraising team exists to encourage and support individuals who share our vision to take part in our national events programme.

Reports to

Fundraising Manager

Responsibilities

- Manage a portfolio of projects including our flagship event Virgin London Marathon with a team of over 150 runners
- Inspire individuals to support our vision of a world free from meningitis through events fundraising
- Deliver high quality donor care
- Work with the Fundraising Manager and Head of Fundraising to develop and deliver effective funding strategies
- Develop the events portfolio by evaluating and monitoring current products and seek out new opportunities
- Seek opportunities to share knowledge and learnings with other members of the Fundraising team and Satellite Offices
- Monitor and report on progress against agreed income and expenditure targets and other KPIs

Key Tasks

- Personally manage key and high value events
- Maintain constructive communication and relationships with members and supporters, converting to active fundraisers where possible
- Lead by example by delivering the best possible stewardship of all donors, maximising opportunities for personal involvement; ensuring written reports, proposals and thank you letters are compelling and accurate and follow best practice, utilising the latest donor engagement techniques at all times
- Manage relationships with our external partners
- Prepare regular reports on KPIs agreed with the Head of Fundraising & Fundraising Manager
- Help to create and execute budgets and plans to meet income targets, monitoring progress against these across your team and reporting against them regularly
- Work with the Communications Team to identify relevant links to MRF campaigns and with other programme managers to link fundraising to project work
- Identify opportunities for the Major Gifts Team
- Other duties as reasonably requested by your line manager

Person Specification

		Essential or Desirable
Knowledge and Skills	Proven experience and current understanding of the events fundraising market	E
	Experience of managing large teams of event participants (>100 pax)	E
	Strong project management skills and the ability to work on multiple projects simultaneously	E
	Excellent presentation skills	E
	Willingness to develop, learn and proactively seek out new opportunities	E
	High standard of numeracy and ability to plan, interpret and use budgets	E
	Good attention to detail	E
	Working knowledge of social media	D
	CRM and/or fundraising databases	D
Personal Attributes	Reliable and consistent	E
	Effective team player with an ability to build effective working relationships	E
	Sensitivity, diplomacy and empathy	E
	Self-motivated and able to work on own initiative	E
General	Able to work occasional unsocial hours and a willingness to travel, occasionally overnight	E
	Full driving licence	D
	This role will require an enhanced DBS check	E

Terms and Conditions - Essentials

Location

Your normal place of work will be Newminster House, Baldwin Street, Bristol, BS1 1LT with occasional work elsewhere including the UK and Republic of Ireland and potentially further afield depending on the post held.

Salary

Circa £24,000 depending on experience including 1% employee pension contribution + 6% employers pension contribution. Paid in arrears on or around 25th of each month.

Hours of Work

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

Annual Leave

24.5 days + statutory & public holidays. The Charity's holiday year runs from 1 April to 31 March.