

## Job Vacancy

### Director of Income Generation

Salary: £55,000 + 6% pension contribution

Location: Bristol head office (minimum average of 3 days a week over a year in office)

Benefits:

- 6% employer pension contribution
- 29.5 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

Meningitis Research Foundation (MRF): We are a leading UK, Irish and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia. It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world.

The candidate: We are seeking an experienced, confident and energetic fundraising professional who is ready for the next step in their career to take MRF to the next stage in our development as an organisation. Equally at ease talking to international companies, high net worth individuals and supporters, you will be able to galvanise a team around a clear strategy and play a leading role as a member of the senior management team.

The application process: The closing date for applications is 22<sup>nd</sup> July 2019. For further information regarding the role please contact Vinny Smith, [vinny@meningitis.org](mailto:vinny@meningitis.org).

Please return application forms via e-mail to [laurah@meningitis.org](mailto:laurah@meningitis.org). Please be advised that CVs alone will not be considered. Following receipt of satisfactory references the successful candidate will be able to start work as soon as possible 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 impairment 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.

In 2018 we have produced a new strategy to guide our International Programmes to defeat meningitis as we seek to expand the scope of our work in order to achieve our vision of a world free from meningitis and septicaemia.

We have enabled the initiation of new global roadmap to defeat meningitis by 2030 following a high-level meeting hosted by Wilton Park and organised by MRF in collaboration with the World Health Organisation (WHO). The meeting united experts, patient groups and representatives from countries most affected behind a call for global action. MRF was asked to be part of an expert Task Force by the WHO to take this process forward.

We have also acquired funding to help boost advocacy capacity internationally by helping to strengthening the skills of other patient groups.

More information on MRF can be found in our [2017-2020 organisational strategy](#) and on our [website](#).

## Job Description - Director of Income Generation

### Context

This is a new role at Meningitis Research Foundation that has been created as part of a restructure to bring together all income generation and fundraising activity into one team for the first time. It therefore seeks to build our capacity, skills and experience to take the organisation to scale. This will include fundraising across a wide range of disciplines that can attract significant new funds for a new World Health Organisation global roadmap for meningitis due out in 2020 that we have called for and helped develop.

### Purpose

To lead a diverse portfolio of income generation development across a diversified range of sources to achieve long term, sustainable income that enables the charity to achieve its strategic ambitions.

### Reports to

Chief Executive

### Responsibilities

#### Key Tasks

- Lead the development and implementation of a rolling 5-year income generation strategy that underpins the charity strategic goals to accelerate income growth in a sustainable manner across a diverse range of income streams
- Within the 5-year strategy to set out a clear vision for the future roles of the various elements of income generation including; events, individual, community, corporate, trusts, foundations, statutory, major donor and potentially new financing sources and models of funding strategic initiatives (e.g. pooled funds)
- Lead the development and implementation of a 5 year income generation plan, which includes key activities, areas of required investment, KPIs and milestones
- Work closely with the senior management team to develop a KPI framework and reporting systems which provides the basis for performance to be managed across income generating activities in line with the achievement of the 5 year plans
- Cultivate and personally manage a number of key high value supporters (either from Corporate or HNWI audiences) and secure significant funding via these relationships
- Represent the Income Generation Department at Trustee Board and Sub-Committee meetings; prepare papers for these meetings; make recommendations to the Board; and take actions arising from meetings
- Represent the Income Generation Department at Senior Team meetings and contribute positively to the wider work of the organisation in support of colleagues objectives
- Represent MRF externally at a senior level by presenting at and attending meetings that build the reputation and networks of the charity in support of our income generation and influencing approaches
- Work closely with the Director of Communications, Advocacy and Support to develop the MRF brand proposition so that it enables income generation activities both in digital and offline formats
- Lead and oversee fundraising teams in dispersed locations; England, Scotland, Northern Ireland and Republic of Ireland

- Lead on the creation of a Development Board that can advise the charity on high value fundraising and help raise new income on our behalf
- Establish structure, processes, competencies and systems to ensure the Income Generation department is fully equipped to accelerate growth, establish a diversified and sustainable income base, and contributes positively to the values of MRF
- Lead on the writing of the annual departmental operating plan and budget; monitoring of progress against this throughout the year; reporting on it to staff, senior management and the Trustee Board
- Lead the development of a volunteer-led model of community fundraising, and thereby significantly increase the number of, and value derived from, volunteers to support cost effective growth in our fundraising
- Through the development of supporter journeys, the development of networks and appropriate propositions and the establishment of a calendar of major donor events, to establish a portfolio of mid and major donors that provide a sustainable source of income and donations in-kind to the charity
- Inspire and develop all members of the Fundraising department
- Work closely with the CEO and remainder of the SMT to provide leadership to the organisation as a whole
- Feed into the development and implementation of the strategic plans of the charity
- As part of the SMT this role will require a DBS check
- Be a role model for how MRF values are lived in the workplace

## Person Specification

Training, Experience and Qualifications	Proven experience of raising over £5 million in annual income through a diverse range of sources
	Experience of working at Head or Director level within charity fundraising for more than 3 years
	Experience of remote management across different geographic locations
	Experience of writing and implementing a departmental fundraising/income generation strategy
	Extensive experience of managing high value supporters (either corporate decision makers or major donors) and a proven ability to maximize the effectiveness of senior level relationships
	Strong track record of delivering targets, both financial and non- financial
	Experience of working collaboratively with senior colleagues to achieve organizational goals
	Strong business acumen evidenced by a past history of making decisions based on commercial awareness and sound business cases that lead to achievement of desired outcomes
	Proven experience of successfully leading, managing and inspiring fundraising teams and creating a high performing and results-orientated culture
	Substantial experience of strategy development, planning, budgeting and performance monitoring
Knowledge and Skills	Excellent understanding of audiences with the ability to execute accordingly to articulate a clear case for support, and personally able to influence and persuade supporters to make significant gifts
	Ambitious, creative and a determined strategic thinker who turns strategy into results
	Inspirational leader who engages, coaches and empowers others through a clear vision, decisive action and role modelling of leadership behaviour
	Experience of driving and managing change to achieve the organisation's goals and aspiration
	Excellent spoken and written communication skills with the ability to produce reports, proposals, business case and presentations to a high standard with the content appropriately tailored for the target audience
	Promote and use smarter ways of working and digital solutions to overcome issues and support organisational delivery
	Passionate about our cause and a strong desire to help achieve our vision with commitment to MRF's mission and values, and a working style that reflects these.

## 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. This post can include home working, but with a minimum average of 3 days a week over a year in office.

### Salary

£55,000 + 6% employer 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

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