# Candidate information pack

# Director of Partnerships and Funding

This is an exciting new role at MRF reporting directly to the Chief Executive and it has been created to lead on delivering a newly agreed 5-year income generation strategy at a pivotal point in the evolution of the organisation.

The role will form part of the senior management team alongside the Director of Finance and Administration, Director of Research, Evidence and Policy, the Director of Communications, Advocacy and Support, the Head of Fundraising and the Confederation of Meningitis Organisations (CoMO) Network Lead.

The successful candidate will focus on ensuring the charity nurtures partnerships and profile to deliver funding growth in support of the recently agreed 5-year organisation strategy.

At the same time, the candidate will capitalize on the incredible opportunity generated to generate new income for the charity to support the recently ratified World Health Organization Global Roadmap to defeat meningitis by 2030 that includes need for more research, awareness raising and support for people and families affected by meningitis around the world.

The candidate will personally lead on generating new income from high value corporate partners, philanthropists, trusts and foundations whilst also overseeing teams that deliver events, community and mid value corporate income. The remit of the role covers all income generation and fundraising for the charity.

# 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](https://www.meningitis.org/meningitis/are-you-at-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 world’s leading bacterial cause of meningitis does not yet have a vaccine to prevent it.

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) that was recently endorsed by WHO to be the 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 20 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/). Our new strategy will be released publicly in summer 2021.

# Job description: Director of Partnerships and Funding

## Core Purpose

To lead on the development of partnerships that deliver long-term, high value, sustainable income and provide leadership for all income generation and fundraising for the organisation.

## Reports to

Chief Executive

## Current direct Reports

Head of Fundraising

## Key Responsibilities

* Lead the development and implementation of a rolling five-year partnership, income generation and fundraising strategy that underpins the charity's strategic goals to accelerate income growth in a sustainable manner across a diverse range of income streams.
* Within the five-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 five-year partnership and income generation plan, which includes key partnerships, activities, areas of required investment, KPIs and milestones.
* Work closely with the senior management team to develop a KPI framework with reporting systems, which provides the basis for performance to be managed across income-generating activities in line with the achievement of the five-year plans.
* Cultivate and personally manage key high-value supporters and organisations (either from Corporate or HNWI audiences), and secure significant funding via these relationships.
* Represent the Partnerships and Funding 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 Partnerships and Funding Department at Senior Team meetings and contribute positively to the organisation's wider work in support of colleagues’ objectives.
* Represent MRF externally at a senior level by presenting at and attending meetings that build the charity's reputation and networks 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 to enable income generation activities both in digital and offline formats.
* Lead on creating 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 fully equip the department to accelerate growth, establish a diversified and sustainable income base, and contribute positively to MRF values.
* Lead on writing 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
* Establish a portfolio of mid and major donors that provides a sustainable source of income and donations in-kind to the charity, through the development of supporter journeys, the development of networks and appropriate propositions, and the establishment of a calendar of major donor events.
* Inspire and develop all members of the department.
* Work closely with the CEO and the SMT to provide leadership to the organisation as a whole.
* Feed into the development and implementation of the strategic plans of the charity.
* Be a role model for MRF values in the workplace.

## Person specification

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| Specification | Essential/Desirable |
| * Experience with identifying, building and development of high-value mission-driven partnerships and funding streams. | Essential |
| * Experience of raising over £5 million in annual income through a diverse range of sources. | Essential |
| * Experience of working at Head or Director-level within charity fundraising for more than 3 years. | Essential |
| * Experience of distance management across various geographic locations. | Desirable |
| * Experience of writing and implementing a departmental fundraising/income generation strategy. | Essential |
| * 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. | Essential |
| * Experience of driving and managing change to achieve the organisation's goals and aspiration. | Essential |
| * Substantial experience of strategy development, planning, budgeting and performance monitoring. | Essential |
| * Strong track record of delivering targets, both financial and non-financial. | Essential |
| * Possesses an 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. | Essential |
| * Ambitious, creative and a determined strategic thinker who turns strategy into results. | Essential |
| * Experience of working collaboratively with senior colleagues to achieve organizational goals. | Essential |
| * 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. | Essential |
| * An inspirational leader who engages, coaches and empowers others through a clear vision, decisive action and role modelling of leadership behaviour. | Essential |
| * Proven experience of successfully leading, managing and inspiring fundraising teams and creating a high performing and results-orientated culture. | Essential |
| * Excellent spoken and written communication skills with the ability to produce reports, proposals, business cases and presentations to a high standard with the content appropriately tailored for the target audience. | Essential |
| * Able to promote and use smarter ways of working and digital solutions to overcome issues and support organisational delivery. | Essential |
| * Passionate about our cause and a strong desire to help achieve our vision with a commitment to MRF's mission and values, and a working style that reflects these. | Essential |

## 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

£65,000 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

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

# Application process

All candidates are requested to complete the standard application form. Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation. All applications will be reviewed and shortlisting will take place without candidates personal details being available to reviewers in order to minimize unintended bias.

**The closing date for completed applications is 5pm BST on Friday 30th April 2021.**

If invited to interview, first interviews will be held w/c 10th May with second interviews for successful candidates at first stage taking place the following w/c 17th May.

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

Second interviews will take place via Zoom. Travel expenses will be reimbursed and candidates with individual travel, access or disability support requirements are encouraged to communicate their needs to enable appropriate support to be provided to ensure access to interviews.

If you have any questions or would like to discuss the role further please contact Vinny Smith, CEO, by email at [vinnys@meningitis.org](mailto:vinnys@meningitis.org).

Please return application forms via e-mail to [beckym@meningitis.org](mailto:beckym@meningitis.org) or post to Becky Miller at Meningitis Research Foundation, 10 Park Street, Bristol, BS1 5HX.

Please be advised that CVs alone will not be considered.

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.