

Job Vacancy

Senior Corporate Fundraiser

Salary £28,000 - £30,000 pa depending on experience + 6% pension contribution

Location: Flexible (minimum 2 days a week in Bristol office)

Contract type: Permanent

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
- For this role we are open to discussing flexible working (including part time, job share and remote working) for the right candidate
- Cycle to work scheme

Meningitis Research Foundation: We are a leading UK, Irish and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia (also known as sepsis). 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, and are set to play a role in developing a new global roadmap to defeat meningitis alongside major international public health organisations.

The candidate: The ideal candidate will be an experienced and skilled corporate fundraiser looking to take on a new challenge in a growing national and international charity. You will be a relationship builder who crafts tailored strategic partnerships with carefully selected corporates that are valued by all sides. We are seeking a creative and proactive individual committed to our values.

The application process: The closing date for completed applications by email is 9am 4th September 2019. Interviews will be held in mid-September. If you have any questions or would like to discuss the role further please contact Chris Yarrington - chrisy@meningitis.org.

Please return application 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.

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 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 – Senior Corporate Fundraiser

Context

MRF has a diverse income portfolio and has made a strategic decision to invest in growth of our high value income to deliver our strategy. The organisation is already fortunate to have strong and longstanding corporate partners and funders, including some of the world largest vaccine manufacturers.

Working as part of our growing High Value Fundraising Team, the focus of this role is the development of income through the support of ongoing strategic corporate partnerships and the development of new relationships. Alongside this core responsibility, this role will also provide proposal writing and research support to other members of the team around corporate, trusts and other high value relationships.

In the next phase of our development we have an opportunity to take this work to another level. We are now on the cusp of the first World Health Organisation Global Roadmap for meningitis that will set the agenda in the field for the next decade. MRF have been an instrumental catalyst in making this happen, and alongside this have developed new concepts that need funding and will underpin the success of the initiative and its ability to deliver major new global goals. These concepts include a new global meningitis genome library; a new rapid diagnostic test for meningitis; and a new way of measuring and tracking progress against the disease around the world. All this needs to happen in addition to our core commitment to research which has been and remains a bedrock of our work.

Purpose

You will be responsible for identifying and developing relationships with corporate partners, building meaningful high value partnerships that enable the organisation to deliver an ambitious programme of work. You will work with colleagues across our programmes and fundraising teams to develop high-quality, compelling proposals and pitches. As well as nurturing existing relationships, you will be responsible for identifying and building new and future corporate relationships, generating new income through a range of sources including tailored strategic corporate partnerships, Charity of the Year, events sponsorship and employee fundraising.

You will work with the Major Donor and Partnerships Manager and senior colleagues to develop and support delivery against a fundraising strategy from UK and international companies. This role will play a key role within the Income Generation department in building meaningful high value partnerships that enable the organisation to deliver an ambitious programme of work.

Reports to

Reporting to the Major Donor & Partnerships Manager you will be a key member of the High Value Fundraising Team, alongside a Corporate and Trusts Fundraiser. You will also liaise closely with the Communications, Research & Medical Information and International Programmes Teams, as well as the wider fundraising team.

Responsibilities

To raise income for the charity from companies by:

- Undertaking research to identify and prioritise potential new corporate partnerships and opportunities with new partners, and maintain a pipeline of prospects

- Account managing ongoing and new Corporate Partnerships, strengthening relationships with key partners to ensure MRF is their charity of choice
- Developing and managing relationships with donors through planned and ad hoc meetings and communications, planning for and fulfilling all reporting requirements
- Creating inspiring fundraising products that are tailored to the needs of our partners and potential partners
- Improving the quality and performance of this area of work through creativity, clear rationale, and excellent team working and influencing with colleagues
- Carrying out duties in consultation with the Major Donor & Partnerships Manager, in accordance with policies and procedures established by the Board of Trustees, to agreed targets, plans and budgets

Fundraising

- Undertake research to identify new corporate prospects and develop and implement donor cultivation plans
- Manage the corporate partnerships pipeline
- Work with colleagues to interpret complex service and research information, tailored to donor's interests
- Prepare and submit compelling and well-written proposals for corporates to support our research, core work and specific projects
- Create and deliver compelling pitch presentations for potential corporate donors
- Work with the communications team to strategically raise awareness of MRF and our portfolio of work with identified corporate funders
- Work closely with the events fundraising team to plan engagement and fundraising opportunities and offers for corporate partners

Planning & budgeting

- With the Major Donor & Partnerships Manager draw up and agree annual targets, plans and budgets
- Monitor progress against targets, plans and budgets and report regularly
- Respond to new opportunities and manage alongside the planned workload
- Make proposals for new initiatives to increase income in this area

General, personal & developmental

- Maintain accurate, up-to-date records at all times.
- Assist in identifying and securing new sources of income, working other members of the Fundraising team as required.
- Contribute to the overall development of the charity by establishing efficient and effective working relationships and communications with internal and external stakeholders.
- Keep abreast of our research, education and support programmes, and of current developments in the field of meningitis and septicaemia.
- Be positive and supportive in working with colleagues.
- Carry out other duties as reasonably requested by the Major Donor & Partnerships Manager and Heads of Departments.

Person Specification

		Essential / Desirable
Training, Experience and Qualifications	Proven experience of successful new business corporate fundraising	E
	Knowledge of researching and evaluating corporate prospects	E
	Educated to degree level or equivalent	E
	Understanding of financial reports and reporting	E
	Business acumen and knowledge of the corporate sector	E
	An understanding or appreciation of science and scientific approaches	E
	An understanding of international development and project delivery	D
	Experience of working within a research or technically focused non-profit organisation	D
	Knowledge of corporate giving through trusts and foundations	D
Knowledge and Skills	Knowledge of the voluntary sector	E
	Excellent organisational and administrative skills, able to prioritise, juggle multiple tasks and work to deadlines	E
	Excellent proven relationship building skills, including ability to network	E
	Ability to innovate, spotting opportunities for fundraising	E
	Excellent communication skills – both written and oral, with the ability to communicate complex ideas in an engaging and straightforward manner	E
	Fast, efficient use of Microsoft Word and an understanding of how to create highly readable documents	E
	Highly numerate and ability to understand, produce and report against financial budgets	E
	Attention to detail	E
	Excellent use of Microsoft Office packages including Outlook, Word, Excel or similar	E
	Able to establish and maintain good working relationships with people from a wide range backgrounds and seniority and to communicate at their level	D
	CRM and/or fundraising databases	D
Personal Attributes	Energetic and self-motivated and able to work on own initiative.	E
	Ambitious, with a desire for constant improvement	E
	Mature and professional	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
	Creative and willing to be accountable for trying new ideas	E
	A role model to colleagues	E
General	Able to work occasional unsocial hours and a willingness to travel, occasionally overnight	E
	Full driving licence	D

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.