

MedicalAidFilms

Fundraising Manager

Job Description

February 2020

Medical Aid Films is a small, but fast-growing, NGO that uses film and innovative media to transform the health and wellbeing of women and children around the world. We bring together world class health expertise with creative film makers, to develop quality, resource-appropriate film and animation to support education and training in low-income countries about women and children's health.

We are seeking a dynamic and experienced fundraising professional to join us in the key role of Fundraising Manager, leading on income generation across the organisation, raising funds from a mix of sources including partners, trusts/foundations, institutional donors, and individuals. You will have a strong track record in securing major grants, stewarding key strategic relationships, developing funding partnerships, and the adaptability and creativity to seize new opportunities and drive income growth for a range of projects which use the power of film to transform lives.

Key responsibilities

- Develop and deliver the Fundraising Strategy, creating detailed operational plans and robust financial forecasting, monitoring and reporting frameworks, to inform progress against agreed Key Performance Indicators;
- Drive programme income from funding partners, trusts, foundations, institutional donors, and individuals, in line with the agreed Fundraising Strategy, targets and KPIs;
- Actively identify and take a lead in securing funding opportunities from various sources including charitable trusts, foundations, and statutory authority contracts/tenders;
- Steward effective relationships with funders, including the monitoring of grant contracts and ensuring timely reporting and communications;
- Working closely with the CEO, ensure major donor activities are effectively targeted and coordinated;
- Undertake research to locate new potential supporters, identifying access channels and enabling initial engagements;
- Working with the Digital Communications Producer, develop inspiring supporter journeys to solicit initial donations and secure ongoing support, through creative fundraising materials and communications;
- Support the CEO in outreach and opportunity generation activities, attending conferences, seminars and networking events to build new networks and contacts that can lead to funding opportunities;
- Work closely with Production Managers and Head of Research & Evaluation to develop innovative, high quality funding proposals for a range of funding partners and donors, ensuring effective bid management, budgeting and compliance;
- Maintain and develop Medical Aid Films' case for support for fundraising and wider profile-raising;
- Proactively identify new and innovative opportunities for income generation, such as venture philanthropy and social/impact investments;
- Contribute to the overall work of the organisation through team meetings, away days, screenings and events;
- Ensure comprehensive recording of fundraising activities on the Salesforce database, enabling efficient data and information management that complies with all relevant laws and regulations;
- Support the Finance Manager in managing donations and payments, Gift Aid submissions, and other financial admin as required.

Job descriptions are not an exhaustive list of duties. You may be expected to carry out other activities that are within the scope of the role.

Required skills and experience

Essential

We are seeking a highly driven, target oriented, self-starter for this key role who is keen to work in a small creative team and eager to achieve results, and who can demonstrate the following skills and qualities:

- At least three years' experience in grant writing and fundraising, with a track record of successfully securing six figure gifts;
- Demonstrable expertise in developing and writing high quality proposals that articulate a compelling case for support;
- Experience of working in consortia to build bids, either as lead or sub applicant, and experience of project managing bids to successful completion;
- A strong relationship builder, with a proven track record of growing and developing relationships and income in a small charity setting;
- Excellent written and verbal communication skills, including excellent presentation skills;
- Passion for and interest in the power of media to make a difference;
- Well-organised, attention to detail, with excellent time management skills and the ability to prioritize workload, deal with conflicting demands and meet deadlines.

Desirable

- Experience of working in a small organization, appreciating the challenges and opportunities this brings;
- Knowledge and understanding of international development and specifically of women and children's health in low and middle- income settings;
- Attention to detail, able to keep meticulous records and ensure back office administrative tasks are carried out, with an understanding of GDPR and its implications;
- Excellent IT skills, including MS Word/Excel/PowerPoint and using Salesforce or similar databases for recording and reporting data;
- Ability to seize new opportunities, seek out, build and develop relationships with partners and funders;
- Energetic and adaptable, with a positive, solution-focused approach, and prepared to undertake non-core tasks as part of a small team;
- Creative attitude, always willing to explore new ideas/different approaches and the latest innovations;
- Bachelors or higher degree in International Development or relevant area.

Terms of appointment

Full time, based at our office in Canary Wharf, London.

The salary will be competitive depending on experience. Occasional travel (within the UK and abroad) may be required for the role.

Please apply with CV and covering letter (maximum two pages, detailing how you fit the job description and person specification) to finance@medicalaidfilms.org