

# **Fundraising Manager: Trusts & Grants (Part Time 0.4-0.6 FTE, 1 year FTC) – Job Description & Person Specification**

## **Job description**

### **Job role and purpose**

The new, part-time role of Fundraising Manager (Trusts & Grants) is responsible for securing grant funds for Medact over a one-year period. They will work closely with the senior leadership team, as well as programme leads, to identify and develop applications for potential sources of funding from trusts and grant-making foundations. As a Manager, they will hold this area of work independently, developing a strategy to deliver the volume of applications needed at a critical time for Medact's revenue.

### **Benefits**

- 35 hour full time work week (pro-rata)
- 25 days paid holidays (pro-rata) plus bank holidays and additional days at Christmas when the office is closed
- Employer pension contribution
- Flexible working
- Learning and development budget
- Cycle to work scheme
- A caring and supportive culture and lots of opportunities for team connection

### **Responsibilities**

#### **Fundraising**

- Identify appropriate grants for Medact core funding and for restricted programme work, across both large and small grants
- Write and submit grant applications
- Devise a workplan to deliver the above efficiently
- Assist with effective grant reporting, supporting relevant staff to prepare reports, and supporting with expertise in managing donor relations
- Provide support to other fundraising activities including high-net-worth individuals and individual giving where capacity allows

## General

- Help to foster Medact's collaborative, inclusive working environment in which all staff feel valued and invested; and in which we support each other to work effectively while maintaining a healthy work-life balance
- Where required: attend and contribute to regular and special team meetings and discussions; play an active role in development of joint projects and strategies
- Share skills and knowledge with colleagues to support mutual learning and development
- Ensure that all of your work, including engagement with colleagues, our movement, and other stakeholders, is consistent with principles of anti-oppression and health equity

## Person specification

### Essential

- An interest in and understanding of health justice
- Experience working with funders that support work on anti-militarism, climate justice, economic justice, migrant justice, health equity, abolition or anti-racism
- Proven ability to develop successful fundraising bids
- A team player with excellent listening skills, including strong ability to facilitate the involvement of colleagues in developing the strongest proposals possible
- Excellent written communication skills, with the ability to produce clear, compelling, and persuasive proposals and reports
- Ability to manage own time, and prioritise effectively between competing demands in response to quickly-changing situations

### Desirable

- Experience of working with health workers, and understanding of the unique role that health workers play in the struggle for a more equal, more peaceful world
- Experience working with grassroots groups or volunteers
- Experience in individual-giving and major donor fundraising