



Job description: Funding Development Officer

<i>Location:</i>	The Post will be based at the offices of NAM, Lincoln House, 1 Brixton Road, London, SW9 6DE
<i>Hours:</i>	35 hours per week
<i>Salary range:</i>	£23,017- £40,591, depending on skills and previous track record
<i>Annual leave:</i>	25 days rising, after two years' continuous service, by one day per year, up to a maximum of 30 days, plus public & bank holidays
<i>Responsible to:</i>	Communications Manager
<i>Primary internal contacts:</i>	Executive Director and Funding Development Assistant

Role overview

This post will join NAM's small Communications Team and in particular two colleagues who, between them, raise nearly £1.5 million annually to support NAM's award-winning activities. The post holder will be responsible for securing income from a range of sources including:

- Trusts & foundations (based in the UK and overseas)
- The Big Lottery
- Pharmaceutical companies (either via product marketing budgets or companies' charitable programmes)
- Bi- and multi-lateral agencies (e.g. the UK Government's Department for International Development, the World Health Organization, the European Commission etc.) and
- Statutory sources (e.g. the Department of Health, local authorities, the NHS etc.)

The overwhelming majority of the work will be desk based and involve the researching, completion and submission of funding applications alongside relationship building and development. Some travel to key HIV/AIDS conferences will be necessary in order to build and maintain relations with pharmaceutical, and other, funders.

There is scope for this role to manage a member of staff, to participate in project evolution and implementation, and to shape fund-raising and organizational strategy development, though this will depend on the skills and experience of the successful candidate.

1. Research and project development:

Successful funding applications are well researched and meet all of a donor's grant-making criteria. Successful pitches for funds from pharmaceutical companies clearly demonstrate the benefits the company will gain from its support for NAM. Bids to win contracts need to present value for money and demonstrate clearly the outstanding quality of NAM's work and the outcomes the organisation will achieve.

This post is responsible for:

- Researching and identifying suitable sources of income to support NAM's activities
- Spotting opportunities for funding
- Researching the background of each potential income source to determine their grant-making criteria, interests, funding timetables and other requirements
- Identifying projects within NAM which would be attractive to different funding sources
- Gathering information for both the narrative and financial elements of applications/bids
- Maintaining a thorough understanding of NAM's activities in order to identify prospects and to communicate about them effectively
- Liaising with colleagues internally, and if necessary any external stakeholders, about potential funding opportunities
- Ensuring a close fit between funding sought and NAM's strategy and other organisational priorities

2. Funding applications and proposals:

Having researched suitable sources of income the next step is to submit well-structured, logical, beautifully crafted funding applications which present a convincing case for support – and submitting them ahead of deadlines.

This post is responsible for:

- Planning carefully to ensure sufficient time to complete the highest quality applications
- Completing application forms and drafting comprehensive funding proposals/bids
- Working with colleagues internally to tailor projects to match funding criteria
- Working with NAM's Executive Director and/or Business Manager on the development of appropriate fund-raising budgets (wherever possible on a full-cost recovery basis)
- Ensuring all necessary documentation is forwarded to the funding body as requested
- Submitting applications to deadline

3. Relationship building and reporting:

Building strong and positive relationships with all donors is critical in order to ensure a smooth flow of information about the progress a project is making and to encourage, wherever possible, an on-going funding relationship.

This post is responsible for:

- Building relationships with senior staff and/or trustees of funding organisations
- Following up the progress of applications
- Meeting and, occasionally, giving presentations to funders
- Developing and implementing a personalized communications strategy with each donor, including appropriate "thank yous"
- Liaising with colleagues internally regarding projects' progress including planning, and agreeing, milestones for monitoring and evaluation
- Establishing, from the outset, systems to gather quantitative and qualitative information throughout the lifetime of each project
- Effectively sourcing information internally to include in progress reports
- Ensuring all reporting deadlines are met
- Responding swiftly to requests from donors for information.

4. Other:

Efficient planning, time management and administration is essential to effective fund-raising, as is active participation within the organisation and clear communication channels with colleagues.

This post is responsible for:

- Building a regularly updated annual programme of work which generates sufficient funding applications to meet an annual financial target
- Maintaining up to date filing and scheduling systems for all fund-raising activities
- Participating in relevant NAM team and trustee meetings
- Contributing to NAM's organisational development and strategy