

Job description: Fundraising and Development Manager

<i>Location:</i>	Office at 439 Caledonian Road, London, N7 9BG. Hybrid office / home working. Some in-person meetings required.
<i>Hours:</i>	28 hours per week (0.8 FTE) Occasional additional hours may be necessary.
<i>Salary:</i>	£43,476 (0.8 x £54,345 per annum)
<i>Contract length:</i>	Permanent
<i>Annual leave:</i>	20 days (0.8 x 25 days)
<i>Responsible to:</i>	Executive Director
<i>Primary internal contacts:</i>	Executive Director; Business Manager.

Role overview

NAM's HIV information services are supported by a range of funders including, but not limited to, pharmaceutical funders, grant-making trusts and foundations and statutory funders. To support our ambitious strategy to increase the reach and impact of our HIV information resources we are seeking a Fundraising and Development Manager, to steward our relationships with existing funders in order to secure and build income, develop new income sources and lead on the planning, development and delivery of restricted funded projects with colleagues

The majority of the work will be desk based and involve the researching, completion and submission of funding applications and reports, alongside relationship-building and development with existing and prospective funders. Regular meetings with colleagues (either virtual or face to face) are required to facilitate the successful delivery of funded projects. Some travel to key HIV/AIDS and other medical conferences may be necessary in order to build and maintain relations with pharmaceutical, and other, funders.

The post holder will also participate in project evolution and implementation, and shape fundraising and organisational strategy development.

1. Research and project development:

Successful funding applications are well researched and meet all of a donor's grant-making criteria. They demonstrate clearly the outstanding quality of NAM's work and outputs, and the outcomes the organisation will achieve. This post is responsible for:

- Researching and identifying suitable sources of income to support NAM's activities
- 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, well-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 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 ongoing funding relationships. This post is responsible for:

- Building relationships with senior staff and/or trustees of funding organisations
- Following up the progress of applications
- Developing and implementing a personalised communications strategy with each donor
- 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 necessary monitoring and evaluation documentation is forwarded to the funding body as requested and all reporting deadlines are met
- Responding swiftly to requests from donors for information.

4. Other:

This post is responsible for:

- Building a regularly updated annual programme of work which generates sufficient funding applications to meet an annual financial target
- Developing new funding channels
- Maintaining up-to-date filing and scheduling systems for all fundraising activities
- Participating in relevant NAM team and trustee meetings
- Contributing to NAM's organisational development and strategy
- Other tasks as required, consistent with the position's grade within NAM.