



March 2024

Dear candidate,

**Trusts and Major Gifts Fundraising Officer**

Thank you for your interest in this great opportunity with the Africa Research Excellence Fund (AREF). I hope that you find the information interesting and that you decide to apply for the role. The recruitment information pack describes the role and provides information about AREF.

To apply please can you provide us with the below:

- an up-to-date CV which includes your contact details, education and vocational qualifications, memberships of professional bodies, career history and explanation of any breaks in your employment history.
- provide a brief supporting statement setting out why you are the right candidate for this role and why you are interested in working for the Africa Research Excellence Fund, making reference to the information provided. The case that you make and the way that it is presented will form a key part of the shortlisting process.
- a sample of a fundraising proposal that you have previously prepared will strengthen your application.
- let us know if you are not able to make any of the assessment or interview dates (the pre-arranged dates can be found in the application pack).

We acknowledge all applications within two working days of receipt. If you have not heard from us within two days of your email submission, please contact my colleague, Heather Taylor, Executive Assistant, on 07779 629455 to confirm that your application has been safely received.

You should use a secure email address for submitting your application as our system will filter out emails that it believes have the potential to be spam.

Please send your completed application by email to, [talent@foresthr.co.uk](mailto:talent@foresthr.co.uk) no later than midday, Wednesday, 20th March 2024. AREF will be reviewing applications and interviewing strong applicants as they are received and reserve the right to make an appointment as soon as the ideal person is identified.

We look forward to receiving an application from you.

Kind regards

Sue Manning  
Director, HR Consultancy  
Forest HR Ltd

Strengthening health research capacity in Africa



# RECRUITMENT PACK

## Trusts and Major Gifts Fundraising Officer



<b>Job Title:</b>	<b>Trusts and Major Gifts Fundraising Officer</b>
<b>Hours:</b>	<b>Full time, 35 hours per week. Flexible hours.</b>
<b>Salary:</b>	<b>Upto £35,638, depending on experience.</b>
<b>Responsible to:</b>	<b>Head of Fundraising</b>

### **Context**

AREF's Mission is to nurture, mentor, and support a community of researchers across Africa to become research experts and leaders, capable of tackling African and global health challenges.

To stem the loss of young talent and nurture Africa as the next hub for global science and research, our focus is on supporting emerging health researchers in the early stages of their career – specifically those who have received their PhD within the last six years.

We provide outstanding postdoctoral researchers with great opportunities to strengthen technical and transferable skills, extend their professional relationships, and develop high-quality and competitive research ideas and proposals to become tomorrow's leaders.

In this way we believe we will be able to realise our Vision of an inspired, committed, and talented community of researchers in Africa leading world-class research and participating equitably in international research endeavours for health and wellbeing.

With the rapidly growing needs for support to early-career researchers who are aiming to develop their own research ideas, and take the next steps in their career, the Trusts and Major Donor Manager will join our team at an exciting time to build on our successes to date.

AREF has developed an ambitious 3 Year Plan which has seen a rapid development of income and donors over the last 3 years. We want to continue the momentum in 2024/25 with new initiatives which will raise awareness and funds for the work we undertake in Africa. Our aspiration is to create a dynamic, collaborative and integrated fundraising team reporting into the Head of Fundraising.

### **Job Purpose**

Working within the AREF Fundraising Team this position is aimed at increasing levels of engagement, interest and financial support from Trusts and Foundations and major donors. The Trusts and Major Gifts Fundraising Officer will lead on some trusts (75%) and manage some key major donor relationships (25%). They will be building on the existing relationships that have been established as well as cultivating new leads that will increase income from these sources, resulting in a more sustainable mix of income.

### **Key Responsibilities:**

This is an exciting and varied role with opportunity for development and progression. The following outline provides a view of the scope of the work, within which your strategies and priorities will be

agreed with the Head of Fundraising. Time divided between areas is indicative and may vary depending on demand.

### **Trusts and Foundations (70%)**

- Manage and grow our portfolio of five figure and six figure trust and foundation supporters, building personal relationships where possible.
- Research and identify trusts and foundations which have potential to support AREF's work.
- Support the Head of Fundraising with securing and stewarding large trust and foundation gifts, as appropriate.
- Develop and submit high quality and compelling written proposals to secure restricted and unrestricted funding for AREF's work.
- Support the Head of Fundraising in meeting the highest standards in grants management and donor stewardship.
- Liaise with colleagues in Programmes and Finance to develop high quality donor proposals, budgets and reports in line with deadlines.
- Manage and grow our small trust mailing programme.
- Ensure that all trusts and foundation donors are thanked promptly and appropriately as soon as gifts are received and compile compelling stewardship plans.

### **Major Donors (20%)**

- Work closely with the Head of Fundraising to identify potential major donors.
- Support the development and implementation of bespoke cultivation and stewardship plans for major donors.
- Aid the delivery of high quality cases for support, updates, reports and creative stewardship to further engage high net-worth individuals in the organisation's work.
- Support organising and carrying out major donor events.

### **Strategic Support (5%)**

- Maintain AREF' donor filing systems and donor database (Salesforce) to enable data driven decisions with a strong commitment to ensuring it is kept accurate and up to date at all times.
- Contribute to overall strategic and budget planning, as required.
- Monitor developments and trends in trusts and major gifts fundraising, including engagement with relevant sector events and networks.
- Monitor income against target, and agreed KPI's, providing updates and regular revised projections as required to the Head of Fundraising.
- Work as part of the wider fundraising team to develop new and innovative fundraising ideas.
- Act as a representative of AREF when required and communicate its work in a passionate and professional way.
- Understand and adhere to data protection under GDPR.
- Carry out other duties, as required, to maximise AREF's income generation plans.

### **Person Specification**

The following provides an indication of the qualities we believe will provide a good fit, but not all suitable applicants will have all of these. If you would love to do the job and believe you can demonstrate abilities that will enable you to succeed in the position, we would love to hear from you.

## **Skills and Experience**

- Excellent knowledge and understanding of the key principles and methods of fundraising from trusts and foundations and/or major donors.
- Prospect research and donor stewardship
- Excellent written and verbal communication skills, with the ability to engage and inspire different audiences through proposals, presentations and other tools.
- Ability to establish and build relationships with people from a variety of backgrounds, both externally and within AREF
- Ability to understand and summarise complex information and align donor interests with different areas of AREF's work.
- Financial management skills and ability to work with budgets.
- Windows-based software packages, including Word, Excel, Outlook, PowerPoint

## **Working Style**

- A warm, friendly and supportive colleague
- Ability to enthuse and inspire others to support AREF's work.
- Able to work well both individually and as part of a team.
- Enthusiasm and flexibility to take on new tasks.
- Willingness to take responsibility and initiative.
- Resilience to adapt in a changing and sometimes challenging environment.
- Excellent negotiation and diplomacy skills, with the ability to find ways of getting things done cross-organisationally.
- Well organised and reliable

## **General**

- Passionate and demonstrable commitment to AREF's values and mission.
- Excellent attention to detail and accuracy
- Ability to think logically and solve problems.
- Excellent communication and presentation skills
- Ability to work flexibly and adapt to rapidly changing demands and opportunities whilst retaining clear priorities and strategic focus.
- Proactive and self-motivated, with ability to use own initiative.
- Ability to handle pressure and tight timescales, meeting and monitoring deadlines and targets.

## **Additional Desirable Experience**

- Experience working with Salesforce or other fundraising databases.
- Experience working as part of a busy fundraising team.
- Experience working in an international development organisation.

# The Africa Research Excellence Fund

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## Introduction

The Africa Research Excellence Fund (AREF) charity works to improve the quality and impact of health research in Africa by nurturing African-led research in and for the region. Launched in 2015, our focus is on enabling talented young health researchers to access the skills necessary to become leading scientists in Africa. Most researchers in Africa lack the mentors, collaborators and key skills that are essential to winning funding for their own research ideas and becoming research leaders. AREF aims to provide opportunities during the most critical career stage for these health researchers by providing stepping-stones to competitive international funding.

## Challenges

More and more African health researchers are achieving PhDs, putting them on the starting blocks of a research career. The problem remains that, few can access the postdoctoral mentorship, skills training and advanced research networks they need to unlock research funding that will lead eventually to the building of their own teams and earn them a place with the continent's and global scientific leaders. Africa needs to develop a new generation of leading African researchers – working in Africa, on Africa's health challenges – and this is urgent given the scale of Africa's health challenges including emerging infections and the rapid increase of non-communicable diseases.

## Our Mission

Our mission is to nurture and inspire African health researchers today, every day and for many years to come.

## Our Strategic Priorities

Our strategic priorities for 2020-2025 are to:

- Provide stepping-stones to research independence
- Provide research enabling and leadership skill development opportunities
- Raise the profile of our health researchers
- Increase income to allow investment in more scientists
- Become a charity operating wholly in Africa.

## Programmes

Our programmes are open to health researchers from all African countries. We currently run two programmes:

Our competitive **Awards Programme** enables emerging African researchers to undertake a 3-9-month placement at a centre of research excellence in Europe (including the UK) or Africa in order to develop and explore their own ideas, develop specialist and transferable skills, extend their research relationships and successfully gain further research funding. Each Fellow undertakes a personal development programme during the placement in which they access short courses and hands-on training in advanced research skills, winning funding, managing research projects and get new opportunities for collaboration and mentorship.

Our **Academy Programme** provides training and development programmes, such as our Grant-writing and the leadership development. The leadership development programme aims to enable our partner Institutions in Africa and the researchers they nominate to develop and practice key skills for managing and leading research. This programme aims to build the confidence of emerging researchers in determining their own career intentions and have more influence within their institutions.

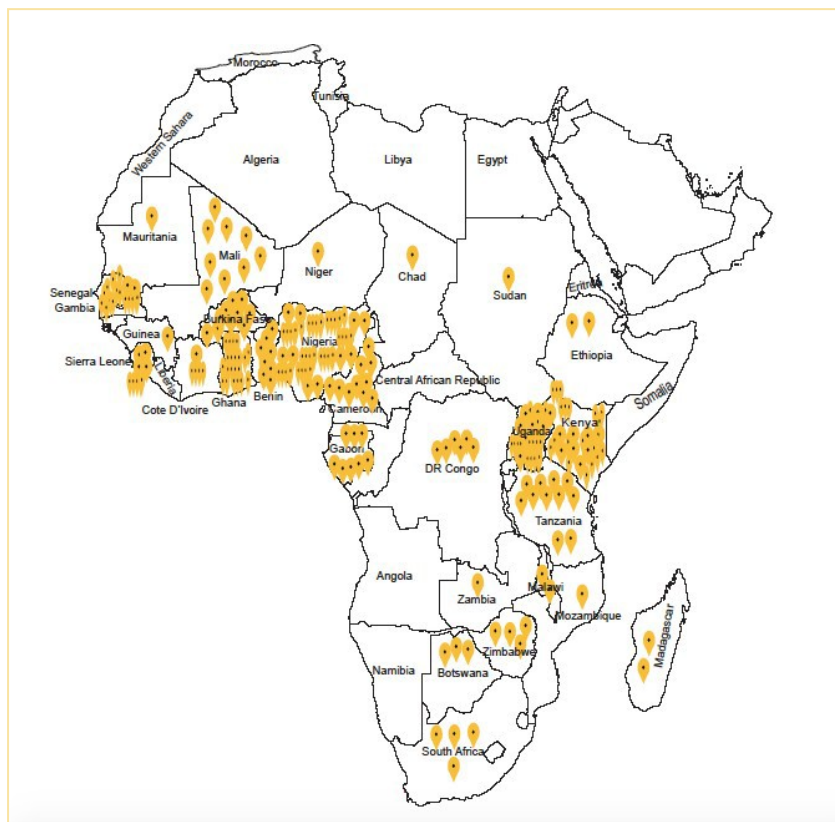
## Achievements to date

AREF was created in 2015, thanks to the insight and drive of our founder and current President Professor Sir Tumani Corrah KBE. In less than five years since its inception, AREF has achieved the following:

- **46** health researchers have or will benefit from our Research Development Fellowship.
- **228** health researchers from across Africa have been trained through our Grant Writing Skills Workshops, and many are winning research grants.
- **30** emergent researchers from six African universities and research institutions have completed the Researcher & Leadership Development Programme. They are reporting outcomes in terms of increased confidence, collaboration, productivity and impact.
- **10** scientists have similarly completed our first Towards Leadership programme.
- Our scientists have won over £9.5 million of research funds

### Where our researchers are based

Our health researchers are from 34 different African countries:



## WHAT WE ARE OFFERING

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(for information purposes only)

<b>Salary</b>	Upto £35,638 depending on experience.
<b>Pension</b>	We offer an auto-enrolment pension scheme with Standard Life. On employment, we will double-match your contributions up to a maximum 10% (employer contributions). There is no qualifying period.
<b>Working hours</b>	35 hours per week, Flexible hours.
<b>Annual leave</b>	30 days plus public holidays April to March holiday year.
<b>Other benefits</b>	Employee assistance benefits Other health-related benefits An opportunity to make a difference to human health in Africa Fantastic colleagues.
<b>Location</b>	You will be based in our London office, 99 Charterhouse Street London EC1M 6HR.  You are able to mostly work at home, but will need to be able to come into the office with ease (i.e. travel in/out within the day and not requiring accommodation).
<b>Probation period</b>	3 months
<b>Notice period</b>	2 months