

## **Job Description**

**Role: Fundraising Lead**

**Salary: £38,000-£40,000 per annum F/T**

### **Background and purpose**

Metabolic Support UK (MSUK) is the umbrella patient organisation for people living with and affected by Inherited Metabolic Disorders (IMDs). We are a UK-based organisation with an international reach. There are approximately 40,000 people in the UK living with one of around 1,500 IMDs. Globally an estimated 71, 260 people are born with these conditions each year and 1.43 million people live with IMDs worldwide.

IMDs are rare, lifelong genetic disorders that affect people in a variety of ways including lifestyle, lifespan, diet and medication needs and symptoms. Sadly, some disorders can cause irreversible complications or death.

Since our inception in 1981, we have been at the forefront of rare disease community development; as a founding member of [EURORDIS](#), expanding [newborn screening](#), accelerating the development of IMD treatments, and empowering our community through the [Living Well Movement](#). We enable our inherited metabolic disorder community to live well by offering individual support, building connections, and developing evidence-based insight.

### **The role**

MSUK is looking to recruit a dynamic, ambitious and confident Fundraising Manager to work with the Chief Executive to develop and implement our income strategy. We are seeking a passionate and experienced Fundraising Manager to join our team. The successful candidate will be a core member of the team, developing and delivering the income stream for the charity with fundraising strategies that support MSUK's mission. The role will report to the Chief Executive and will be responsible for driving forward all aspects of fundraising, including building corporate partnerships, individual giving, major donors, trusts and foundations, legacies and community. The MSUK team is a small but agile team and we expect the successful candidate to be a self-starter with a "can do" attitude, lots of energy and an ability to work autonomously. This is an exciting opportunity to join an exciting and progressive charity and to work with a fun, committed and established team.

### **Main Responsibilities:**

#### **Fundraising Management and Development**

- Work with the Chief Executive to develop and implement a balanced and realistic fundraising strategy, which builds on MSUK strengths and maximises income for the charity.
- Deliver an integrated fundraising programme, which includes corporate partnerships, individual giving, major donors, trusts and foundations, legacies, community and events.
- Ensure all fundraising activity is compliant with GDPR and relevant fundraising regulation and that all data is accurate and maintained efficiently.
- To maintain and develop the donor CRM platform (currently Nutshell) including building supporter journeys to enhance donor experiences and maximise income for the charity.
- Provide up to date funding reports and fundraising forecasts for the board
- Work with the team to ensure that all opportunities to promote MSUK and develop our fundraising and supporter engagement experiences are explored and maximised.
- With the CEO, manage all aspects of finance and reporting relating to fundraising, including annual budgets, monthly reporting and re-forecasting. Provide monthly reports and updates on all fundraising activities and income streams
- Work with the communications team, internal colleagues and external stakeholders to create impactful storytelling and supporter engagement opportunities to maximise revenue streams.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the charity appropriate to the role.

### **Required experience and skills**

- Proven experience working in a charity with responsibility for income
- Experience developing and managing a diverse fundraising portfolio with significant expertise in at least one of charitable trusts and grants, corporate partnerships and major donors
- Experience of managing fundraising budgets and ability to make informed forecasts about income and return on investment
- Experience of effective time management, working to tight deadlines and prioritising conflicting priorities successfully

- Experience in managing successful cross-functional relationships, internally and externally

### **Skills & Attributes**

- Excellent written and oral communications skills with the ability to organise and present information clearly and adapt communication to a variety of audiences
- Excellent organisational abilities with good attention to detail, including the ability to manage a high-volume workload and conflicting priorities
- Confident use of IT – including Teams, Microsoft Word, Excel, PowerPoint, Outlook, CRM Databases
- A salesperson who can represent our charity and tell the stories of our community with confidence and clarity

### **Other Requirements**

- Excellent team player also able to work individually and remotely, with the ability to build and maintain positive, collaborative and trusting relationships
- Belief in and commitment to MSUK mission and values
- Willingness to work flexibly, travel within the UK and internationally and to undertake some evening/weekend work
- Eligibility to work in the UK