

JOB PROFILE

Job Title	International Development Manager
Reporting to	Head of Fundraising and Communications with significant relationship to the Medecins du Monde Fundraising Coordinator (and to a lesser extent MDM International Donor Managers worldwide).
Responsible for	n/a
Location	Hybrid-working. Working from office in Stratford, E15 for two days per week (two of: Tues / Weds / Thurs) and from home, with international travel as required.
Salary and Contract	Salary: £42,750, full time 35 hours per week. 28 days paid holiday plus bank holidays plus an additional day(s) as per benefits policy. 24 months fixed term contract (option to renew possible)

Overview

Doctors of the World UK (DoTW) is part of the global Médecins du Monde (Mdm) network, which delivers over 400 projects in more than 70 countries through 6,000 volunteers. We deliver both emergency and planned medical support, staying to support people in need of healthcare for the long term. We advocate directly for the rights of everyone to access healthcare, no matter who they are or where they are from.

In the UK we deliver our own domestic programme supporting people excluded from healthcare in the UK including people seeking asylum and those who are homeless. However, this role is specifically targeting funding for our international operations. Across our network we have projects ongoing in countries ranging from emergency responses in Gaza and Ukraine through to development work in Sierra Leone and Myanmar.

In this role, whilst being a key member of our UK fundraising team, helping us to meet our targets and contribute to our communications messaging, you will also need to build strong relationships with both fundraisers and operational staff working in our overseas network to ensure that you have quality projects to offer to UK donors.

Our vision is of a world in which people affected by war, natural disasters, disease, hunger, poverty, or exclusion get the healthcare they need.

Job Purpose

This role focusses on raising funds for our overseas operations. These overseas healthcare projects are implemented by our Médecins du Monde (Mdm) partners, primarily Mdm France, Spain and Belgium. Although the role is based in our London office, you will work closely with our network colleagues to ensure that UK funding opportunities from Trusts, Foundations and Institutional donors are delivering income for our network colleagues for international operations.

The role will include researching relevant opportunities, identifying the most appropriate projects, writing and submitting applications and ensuring excellent donor management, development and reporting. Current relationships with overseas funders managed by our UK office include Choose Love, the Elton John Aids Foundation and the START network. There is a significant opportunity to grow our international income from UK funders, and this role will be leading this expansion at a time of growth within our network.

Key Duties	
Funder/Donor Research	Research suitable opportunities to enable quality applications to be submitted to UK based funders/donors, including both Trust & Foundation and Institutional donors.
Proposal writing	Working with Fundraising Network Co-ordinator and overseas colleagues, identify the most suitable project for each funding opportunity, write and submit quality, timely, costed proposals.
Reporting and building relationships with funders	Ensure all reporting is completed on time and to each donor specification, including meetings to feedback as required.
Budgets and forecasts	Provide accurate information as to current forecast income to both network and UK, feeding into the budget information held by the Head of Fundraising & Communications.
Administration	Ensure accurate records kept of each proposal made, due and reporting schedules. Work with Head of Finance and Head of Fundraising to ensure safe transfer of funding to the relevant project implementation partner in our network.
Building relationships/Networking with colleagues	Build positive relationships with UK and international colleagues. Lead in the development of strategic partners for MDM international programmes based in the UK with agencies such as UK Med, START Network, DEC and others. Share and promote opportunities to the wider MDM Network. Engage in international funding networks internally in MDM and represent MDM's interest externally in forums in the UK.

Key Deliverables	Please Indicate A R or N/A
Pipeline of suitable opportunities developed and maintained with accuracy	R
Strong relationships developed / maintained with our MDM partners.	
Suite of well-written proposals suitable for submission to key UK funders who support overseas development.	R
Appropriate and timely reports written and submitted, alongside developing closer relationships with all funders.	R
Active role in START network allocation meetings when on Rota duty, including promoting the role of START funding to our MDM network and supporting our network to raise appropriate alerts.	R
Ensure linked into all suitable institutional opportunities that are of relevance to the MDM network and lead the promotion of these opportunities and support applications where relevant.	R
Income generation for overseas projects	R

Decision Making Criteria: A = Accountable, R = Responsible

Level of Budgetary Responsibility	None
Key Working Contacts	Head of Fundraising and Communications and wider UK fundraising/communications team, Executive Director (UK). Network colleagues in both Fundraising and Operational teams primarily MDM France, Spain and Belgium.

Person Specification

Personal Competencies	
Competency Title	The successful candidate will be able to....

Communicating with others	Build strong relationships with our network colleagues to ensure a full understanding of projects requiring funding. Write compelling applications and reports for funders, and present DoTW / MdM at stakeholder meetings.
Team working and interpersonal skills	Form strong and productive relationships with UK and network colleagues.
Managing Resources	Build accurate pipeline of suitable funding opportunities and ensure a suite of overseas funding projects are prepared ready to be submitted to funders when required.
Drives Continuous Improvement	Actively seek new funders and strengthen network and funder relationships.
Customer Services	Ensure excellence in donor management, development and reporting.
Managing Yourself	Be proactive in seeking new opportunities for funding via desk research and networking opportunities.
Delivery and Meeting Business Plan	Actively raise funding to enable the delivery of projects worldwide that support access to healthcare in line with network priorities.

Specific Skills & Knowledge	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Research and write successful proposals to UK based Trusts, Foundations and statutory funders supporting overseas development work.	At least three years' experience of UK based Trusts, Foundations and Institutional market demonstrating success in attracting gifts from UK funders/donors for overseas/international projects.
Build strong relationships with UK and network colleagues.	Working as a productive team, ideally in an international organisation where some colleagues are based internationally.
Ensure accuracy and maintain excellent donor records, including compiling financial reports.	Maintaining an accurate pipeline of applications and reporting back to funders, with budget information as per their specifications.

The successful candidate will have experience of
At least three years of working successfully as a fundraiser in an international charity / NGO to raise income from UK Trust / Foundation / Institutional sources for overseas development (and emergency) projects.

Date Revised	12.11.2024
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