



Hamlin
Fistula UK

Trusts and Philanthropy
Manager Recruitment Pack



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Role overview



JOB TITLE: Trusts and Philanthropy Manager

SALARY: £41,600 (pro rata for part-time role)

CONTRACT: Permanent, 6-month probationary period

CONTRACTED HOURS: 22.5 hours per week. Can be worked as 3 full days per week or split across the week to suit the post holder.

REPORTING TO: Head of Fundraising

BASE: Remote – with quarterly in person meetings usually at Hamlin Fistula UK's office in Selly Oak, Birmingham.

BENEFITS:

Generous annual leave (27 days per annum with one day added for every year of service to maximum of 30 days, pro rata for part time staff), 10% pension contribution, health cash back plan including contributions to eye care and dental treatment.

About Hamlin Fistula UK



Our vision is for every Ethiopian woman to be free of devastating preventable childbirth injuries and have access to quality maternal healthcare throughout her pregnancy. We believe in a world without maternal or neonatal deaths, where every woman is professionally supported through a safe labour that results in the birth of a live, healthy baby.

We exist to raise funds for Hamlin Fistula Ethiopia and our mission is to realise our founder Dr Catherine Hamlin's dream of ending preventable childbirth injuries in Ethiopia by:

- Striving to improve access to professional maternal health care services for Ethiopian women.
- Providing life-changing treatment, free of charge, for Ethiopian women who have suffered preventable childbirth injuries such as obstetric fistula and pelvic organ prolapse.
- Delivering a rehabilitation programme that supports women recovering from fistula to rebuild their confidence and independence and reintegrate into their community.

This is an exciting time to join Hamlin Fistula UK – we have transformative and ambitious plans to increase the funding we provide to Hamlin Fistula Ethiopia to enable them to reach more women across Ethiopia. We are investing in this by adding new roles to our team to support our growth and ambitions.

About the role

The Trusts and Philanthropy Manager is responsible for managing and delivering Hamlin Fistula UK's grant funding strategy. You will cultivate, secure and steward grants from trusts, foundations, institutional donors and philanthropic individuals to help realise our mission of ending fistula in Ethiopia.

This is a well-established income stream for Hamlin Fistula UK, with opportunity for steady growth. You will take the lead on preparing and submitting high quality funding applications to deliver against an ambitious income target. You will build and maintain excellent relationships with funders and prospective funders of all sizes, keeping them updated on the impact of their support through regular reporting and ad-hoc updates. And you will carry out regular prospect research to identify new sources of funding and keep our funding pipeline up-to-date.

You will work closely with colleagues at Hamlin Fistula Ethiopia to develop project proposals, obtain programme and financial information for applications and reports and monitor progress against grant deliverables.

You will be joining a small, passionate and highly motivated team who are committed to working together to realise the vision of the organisation. You will be an excellent spoken and written communicator with a particular emphasis on funding application writing and reporting. You will be a strategic and analytical thinker, with a clear understanding of how to match funding needs with funder priorities.

Alongside the necessary skills, experience and knowledge, to be successful in the role the postholder will have a genuine commitment to the work and vision of Hamlin Fistula UK.

The post reports to the Head of Fundraising and is part time (22.5 hours a week) with a salary of £41,600 per annum (pro rata). We are open to candidates working remotely from anywhere in the UK and would expect face-to-face meetings quarterly at a minimum (reasonable travel costs covered). Our office is currently based in Selly Oak, Birmingham.

Key tasks and responsibilities



- Prepare, write and submit compelling and creative applications to appropriate funders, including trusts, foundations, institutional donors and major donors.
- Research and identify new trusts, foundations and grant making bodies with a view to securing grants at a range of levels including five figures and above.
- Work to establish a pipeline of funding to identify new funders, secure future income and support long term planning of the organisation.
- Establish and manage long term relationships with existing and prospective funders and high net worth individuals by providing excellent stewardship and supporter care, including personal emails and face to face meetings.
- Inform and inspire funders and major donors through the creation and delivery of regular communications, presentations and events and meet all reporting requirements.
- Work closely with Hamlin Fistula Ethiopia, and other international partners where appropriate, to research and collate information, data and case studies required for applications and reporting.
- Ensure research, prospect and donor activity is accurately recorded on our database (Donorfy).
- Work with the Head of Fundraising on annual planning, budgeting and forecasting for Trust & Foundation fundraising. Report regularly against KPIs and budgets for the CEO and Board meetings as requested.

Other



- To undertake all such reasonable other duties as may be required as part of the role and instructed by the CEO.
- Travel may be necessary from time to time, including to Ethiopia.
- From time to time you may be required to help organise and attend events such as conferences.

In the course of your duties, you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties.

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Demonstrable experience of working in a similar roles, ideally in the nonprofit sector.• Track record in trusts and/or major donor fundraising, including securing five-figure and multi-year grants and managing relationships.• Experience of developing or tailored proposals for funding from Trusts and Foundations or other grant-making bodies.• Demonstratable success in building and maintaining relationships with new & existing funders, including prospect research experience.• Experience of developing and updating a funding pipeline.• Knowledge and/or interest in international health and development sector.• Knowledge of CRM systems (preferably Donorfy).	<ul style="list-style-type: none">• Previous experience working for an international development NGO• Experience of working in a small team with sole responsibility for a funding stream

Person specification - continued

	Essential	Desirable
Skills/aptitudes	<ul style="list-style-type: none"> • Exceptional writing skills and proven ability to create impactful, compelling, tailored funding proposals and detailed, comprehensive reports that align with funders' priorities and schedules. • IT literate to a high level: able to use MS packages, Word, Excel, etc. • Highly organised, with the ability to take the initiative and manage your own time to meet deadlines whilst managing a varied workload. • Excellent attention to detail and ability to understand and summarise complex information in engaging formats. • Competence in managing budgets and ensuring compliance with donor requirements and internal financial processes. 	<ul style="list-style-type: none"> • Ability to plan and execute engaging events (both in-person and virtual) to enhance trust engagement and foster new connections.
Personal	<ul style="list-style-type: none"> • Enthusiasm, energy and flexibility. • Excellent relationship management and stewardship skills, with the ability to work effectively with a wide range of contacts including donors, international colleagues, Trustees etc). • Drive, determination and commitment to get things done. 	

How to apply

Please send a full CV and a cover letter of no more than 2 sides of A4 addressing how you meet the person specification outlined above to info@hamlinfistulauk.org.

Closing date: 11.59pm, Sunday 9th March 2025

First-round interview: Thursday 27th March 2025 (online)

Webinar

There will be a webinar with the CEO and Head of Fundraising to learn more about the role and ask any questions on Thursday 27th February at 12.30pm. Please sign up and submit your questions by emailing info@hamlinfistulauk.org by Tuesday 25th February. A summary of all questions and answers will be shared with everyone who signs up, in case you are not able to attend the webinar.

We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, or pregnancy and maternity.

We are committed to being as flexible as possible to be responsive to the needs of the right candidate. If you don't meet all the criteria or have questions about the location and travel requirements of the post, please contact us.

Appointment to this role will be subject to receipt of satisfactory references, and proof of right to work in the UK.



Hamlin Fistula UK

Contact us

Email info@hamlinfistulauk.org

Phone 0121 559 3999

Web hamlinfistulauk.org

Hamlin Fistula UK is a registered Charity No. 1153053.

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