

Job Description

Job title:	Trusts Fundraising Officer
Reporting to:	Fundraising Manager
Location:	Central London (Holborn) / Hybrid Working
Contract type:	Permanent
Hours:	Ideally 35 hours/week (although applications for over 21 hours a week will be considered)
Salary:	£30,500 - £32,500 pa dependent on experience plus company pension and other employee benefits

About IHP

Most of us can readily access the medicines we need. But around the world, many easily treatable diseases can mean chronic pain, poor quality of life or even a death sentence. International Health Partners (IHP) helps people in hard-to-reach, vulnerable and disaster-hit communities get better access to medicine. We coordinate the safe and responsible donation of medicines and health care supplies to where the needs are greatest, saving lives and preventing avoidable suffering.

In the last three years, IHP have supported over 54 million patients and vulnerable communities around the world – places such as Yemen, Ukraine and Gaza. We've sent medicine worth well over £56 million, changing lives and impacting futures. We run multiple partnerships to support this work – with pharmaceutical companies who donate medicines, our logistics partners who help us warehouse and ship the medicines overseas and finally our valued NGO partners and individual medics delivering healthcare to those who need it. Together these partnerships enable medicines to reach those in need.

Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We believe that everyone, regardless of their age, gender, disability, religion or ethnicity, should be able to access the medicines they need.

Overview of the Role:

IHP is an international charity attracting funding from a wide range of areas including trusts and foundations, corporates, NGOs Institutional funders and individuals. This is an exciting time for the organisation as it celebrates its 20th Anniversary and looks to a future of growth.

With guidance from other members of the team, the Trust Fundraising Officer's primary responsibility will be to research trust and grant funding opportunities, tailor applications to donors and nurture relationships in a way designed to inspire funding partners to take action on global health challenges.

The overall aim of this role is:

- To secure significant income through charitable Trusts and grant making organisations to provide core income.
- To research and identify appropriate funders whose criteria match IHP's work and develop plans, prepare cases for support and submit compelling bids and complex grant applications as appropriate.
- Maintain and develop relationships providing reports and updates as required. Ensure excellent record keeping and management of key team documents, including the funding pipeline.

Responsibilities

- Research trusts and foundations funding opportunities to which IHP can apply;
- Prepare and submit compelling funding applications to trusts and foundations, working with IHP teams to ensure accuracy and appropriateness.
- To Work across teams and build effective relationships with team members in order to identify suitable projects for funding in line with strategy and budgets.
- Ensure we meet the funders reporting requirements, and that grant payments and income are monitored and reported against.
- Where required, support the preparation of funding applications by members of the team to other donors, including corporate donors, major donors and other charity partners (NGOs);
- Support cross-team and organisational initiatives, including fundraising input to IHP's wider work.
- Provide general administrative support to the team if required.
- Ensure GDP (Good Distribution Practice) compliance as it relates to appropriate areas of responsibility (training will be provided for this);

Person Specification

IHP is an Equal Opportunities Employer. Staff regularly spend time together praying for IHP's work and there is an occupational requirement that this position is held by a committed Christian. Please see our Christian Ethos and Values document for more information. Applicants must have the current right to work in the UK and specify if on restricted right to work.

Knowledge and Experience

Essential

- Experience of trusts and foundations fundraising, with a proven track record of success.
- Experience of managing relationships with external stakeholders
- Experience of administration and record-keeping
- Experience of developing and managing budgets in line with funding applications.

Desirable

- Knowledge of humanitarian response, international development and/or global health or an undergraduate or post graduate degree in international development, humanitarian response or global health - or past experience of working for a charity in this field

Skills and attributes

- Excellent written and verbal communications skills
- Highly organised, efficient and self-motivated
- Ability to work with competing priorities, deadlines and targets
- Strong interpersonal skills and ability to be flexible as part of a small team
- Excellent research skills with an eye to identify opportunities
- A results-oriented mindset with a commitment to meeting and exceeding fundraising targets
- Able to work collaboratively with others across the organisation
- IT literate in all major Microsoft Office applications
- Committed to IHP's Christian Ethos

IHP Employee Benefits

- 25 days annual leave plus bank holidays (pro-rated if part-time)
- Specsavers eyecare vouchers
- Life Insurance and Critical Illness Cover
- Health and wellbeing support via Unum help@hand app
- Bike2work scheme
- Opportunities to get involved with our EDI working group
- Training and development opportunities