

Job Description

Fundraising and Partnerships Manager (UK flexible with minimum monthly travel to Hove office)

Our vision is a world with no new HIV infections, where people make empowered sexual health choices, and where those living with HIV do so with dignity, good health and equality.

INTRODUCTION:

Are you keen to apply your fundraising and partnership building skills in a charity that has been working at the forefront of the HIV epidemic for the past 30 years? We are looking for an experienced fundraiser to help us increase our income and partnerships so we can ensure people have the information and knowledge they need on HIV and sexual health.

With experience of engaging a wide variety of funders, a strong candidate will have excellent written and communication skills. With the ability to speak and write confidently about our work, you will enjoy engaging and enthusing others around our mission. You will enjoy working for a small organisation that gives opportunities for growth, flexibility and development. You will have previously supported six figure income targets and have a proven track record of building, managing and reporting across a range of funding and partnership relationships.

Avert empowers people with knowledge on HIV and sexual health. With over 30 years' experience, we are a trusted provider of accessible, accurate and actionable content and resources that build health literacy on HIV and sexual health. Our work supports global efforts to end AIDS and achieve the Sustainable Development Goal for Health. We engage with millions of individuals, community health workers and primary health practitioners living in areas of greatest need every year. We use our understanding of HIV and sexual health; our expertise in digital marketing, communications and behaviour change; and our network of partnerships, to increase their knowledge, skills and confidence, and their ability to act.

We are now in the second year of delivering on our 2021-24 Strategic Framework and very pleased with our progress to date. Guided by our well aligned fundraising and partnership strategy, you will play a central part in building on this first year of success and taking forward the objectives of the fundraising strategy.

You will specifically focus on continuing the relationship management we have with existing funder partners, carry out prospect research to identify new funding partners, support concept development and lead on proposal development. You will work as part of our close-knit supportive team, and maintain and build partnerships with other organisations to deliver Avert's strategy. You will work closely with one other Fundraising and Partnerships Manager and report to the CEO. You will also work closely with the Digital Health Projects Team, supporting the development of capability statements, presentations, web pages for Avert.info and other fundraising materials.

As Fundraising and Partnerships Manager you will:

- Be an experienced proposal writer, with excellent writing, editing and budget development skills and a good eye for detail, with the ability to match project concepts to funders' strategies.
- Be a confident networker – with a good skill for taking the impact and change stories from Avert's work to a funder audience and helping them make the link between their strategy and Avert's.
- Be a detail-orientated researcher, with a good ability to carry out prospect research and skills in seeking out opportunities for funder engagement and pursuit.

You will keep up-to-date with innovation and change in the wider fundraising sector that could influence or improve our overall income and partnership aspirations. This may include attending relevant conferences, networking within the fundraising, HIV and Sexual and Reproductive Health, health communications and global health sectors, to ensure we remain responsive and engaged.

You will be comfortable working collaboratively in a small organisation, interested in contributing and sharing skills and ideas for the overall progress and development of Avert, and being flexible to the changing demands of the organisation.

Reports to: CEO.

Hours of work: 35hrs – 5 days. A flexible working policy is in place. We are happy to consider requests to work a 4 day week.

Salary: circa £38,500 (depending on skills and experience), attractive benefits and employer contribution pension available.

Location: UK - Home-based or access to Hove or Brighton Office. If home-based, will be required to travel to Hove Office monthly.

Contract: Permanent.

KEY DUTIES AND RESPONSIBILITIES:

Donor relations, prospect and proposal development:

- Support continued donor mapping to identify and quantify the most significant high-return funding prospects for Avert in the current strategic period, in line with Avert's ethical funding policy.
- Develop relevant funder communications aligning Avert's impact to funders' focus.
- Working with the Digital Marketing Manager, develop and update external facing communication products – including pages on [Avert.info](https://www.avert.org.uk)

- Match potential funders with projects and devise short, medium and long-term funder engagement plans for key funders and/or income streams, in consultation with colleagues.
- Coordinate and lead on proposal delivery as assigned, including joint development of budgets.
- Coordinate and lead on funder report delivery as assigned, including the project financial reports, with the Finance and Operations Director.

Scoping and cultivating new partnerships:

- Identify partnership engagement opportunities and build on the partnership engagement workplan in coordination with the Director of Programmes.
- Support the Digital Health Projects team to identify partners to support the uptake and adoption of Avert's communication products – with a specific focus on identifying further joint fundraising opportunities.
- Support the CEO and Director of Programmes to identify sub-contract roles and opportunities on consortium bids and programmes.

Other duties:

- Keep up to date with relevant funder and fundraising trends and legislation.
- Support the delivery of Avert's results framework and the development of project specific frameworks to ensure monitoring, evaluation and learning is reinforcing the fundraising and partnership strategy.
- Support reporting against the fundraising and partnership strategy to the team and the Board.

PERSON SPECIFICATION

Essential:

- Proposal development and proposal-writing expertise.
- Experience supporting six figure income targets.
- Experience working with trust and foundations – including corporate giving pharmaceuticals.
- Good people, presentation and networking skills, with a proven track record of building and managing effective relationships.
- Familiarity (or experience in) with the international NGO sector.
- Experience engaging new donors and opening new partnership opportunities.
- Flexible, self-motivated and highly organised to make the most of opportunities to develop and grow.
- Finance and budget development expertise.

Desirable:

- Project management experience.
- Knowledge of the digital health communications sector.
- Knowledge of the global HIV epidemic and funding structures supporting the response.
- Professional work experience in developing countries – either through long or short term assignments.

HOW TO APPLY

Applications for this role should be made by sending a **CV and cover letter** addressing the criteria in the person specification to: jobs@avert.org

Closing date: **Sunday 24th July** – midnight.

We encourage applications from people living with HIV or those who have been affected by HIV.

Applicants must have the right to work in the UK.