

TITLE: Head of Fundraising

LOCATION: Mildmay Charity Offices, Shoreditch, E2 7NB

WORKING HOURS: 36 hours

ACCOUNTABLE TO: Director of Corporate Resources

INTRODUCTION

Mildmay is a Christian charity providing care and treatment for people living with HIV+AIDS in the UK, Eastern Europe and Africa. The challenge of providing care for our patients in the countries we operate has never been greater.

Job Summary

Mildmay's **Head of Fundraising** will play a key role in developing Mildmay's fundraising programme. Based at our offices in Shoreditch, you will diversify our income generation, develop a small fundraising team and work with consultants to bring Mildmay through an exciting phase of development and growth. You will also lead on one or more areas of income generation based on your past experience and track record.

Areas of responsibility

1. Accountable for developing the fundraising strategy to meet the fundraising aims and objectives within the strategic plan.
2. Ensure that Mildmay meets or exceeds its fundraising targets.
3. Take the lead in maximising income by developing and maintaining donor relationships, with individuals, trusts, corporate partners, the church, the community and the City.
4. On a selective basis to take lead in developing and maintaining relationships with major donors in order to deepen their engagement and giving.
5. Ensure the widening of potential donor networks.
6. Identify potential new and different streams of funding and prepare business plans to pursue these opportunities.
7. Take responsibility for income forecasts and targets, budgets and expenditure, including reporting on income achieved against actual expenditure.
8. Ensure that agreed fundraising deliverables are achieved within allocated resources.
9. Represent the charity in talks, conferences and meetings
10. Work with consultants and other outside agencies in supporting these aims
11. To administer and promote legacy giving.

Develop others:

1. Recruit, develop and retain a motivated, entrepreneurial and innovative fundraising team.
2. Lead, develop and motivate direct staff reports in line with Mildmay's policies and procedures and best practice standards, including setting objectives, monitoring, reviewing and addressing performance issues, coaching, supporting and developing.

Ideas and solutions:

1. Contribute to the integrated strategy development of the fundraising and communications teams.
2. Contribute to Mildmay's strategic plan through annual updating of the fundraising aims and objectives.
3. Promote innovation within the fundraising team by working collaboratively to share ideas and to draw on the skills and talents of colleagues, both within and outside of own team.

4. Ensure own and staffs' support and participation in developing an effective knowledge management culture and set of systems, leading and contributing directly to projects as necessary.
5. Liaise with the Business Development Team, Mildmay country programmes and Friends of Mildmay about current and future funding needs.

The Post holder will

Be sympathetic to the Christian principles and core values of Mildmay

Represent Mildmay at relevant meetings and conferences

Be prepared for reasonable adaptation of the role to serve the needs of the charity and the team

Be willing to travel within and occasionally outside London, with limited but possible overseas travel

Be flexible with regards to working hours and willing to work evenings and weekends

Personal Profile

Essential	Desirable
Minimum of five years' successful experience of fundraising	Experience of organising events or insight visits for major donors
Evidence of the achievement of annual income targets and objectives with evidence of growth	Experience of working with Patrons and Trustees
The ability to prepare and present Mildmay's work and to gain the confidence of donors and prospective donors.	Membership of ICFM
The ability to communicate effectively and with confidence - face to face and on the telephone – and to write accurately and persuasively	Knowledge of international development issues and in-particular HIV
An understanding of fundraising planning, monitoring and evaluation.	Experience of both revenue and capital fundraising
Experience of developing a close knit team	Hands on knowledge of fundraising databases
Excellent written and verbal communication skills	
Self-confident, with ability to take the initiative yet work to deadlines	
Committed to furthering the mission of Mildmay, and sympathetic with its Christian ethos	