



# malaria NO MORE united kingdom

**WE EXIST TO MAKE  
MALARIA NO MORE**

[malarianomore.org.uk](http://malarianomore.org.uk)



# ABOUT MALARIA NO MORE UK



Malaria has been described as the oldest killer disease in history; even now, despite recent progress, it claims the life of a child every minute.

Malaria No More UK is part of a global movement that is determined to make this the generation that ends malaria for good.

To realise this vision, we need to mobilise governments, influencers, businesses and the public, inspiring them to commit funds, energy and resources to ending deaths from malaria and wiping out the disease for good.

Since 2000, the world has made enormous strides in the fight against malaria. The global malaria fight is becoming the biggest public health success story in history, and we are determined to maintain momentum in spite of the effects of Covid.

CAMPAIGNS AND BRANDS



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# FUNDRAISING AND PARTNERSHIPS OFFICER



**LOCATION:** HYBRID WORKING – VAUXHALL, LONDON  
1-2 DAYS IN THE OFFICE OR AT SUPPORTER MEETINGS

**CONTRACT:** PERMANENT

**HOURS:** FULL TIME

**SALARY:** £28,000 - £32,000 P.A. + BENEFITS

**REPORTS TO:** CORPORATE PARTNERSHIPS MANAGER

## ROLE SUMMARY

Malaria No More UK is seeking an ambitious fundraiser to assist our busy Philanthropy and Partnerships team and help engage supporters in our mission to achieve a malaria-free world.

You will already have had some experience of charity fundraising and will be excited by this opportunity to play an invaluable supporting role at the heart of our fundraising effort. You will take responsibility for managing relationships with key groups of individual donors and fundraisers while having opportunities to broadening and deepening your experience by supporting the work of colleagues working with corporate, institutional and philanthropic partners.

Your organisation skills and attention to detail will help keep our busy team running smoothly, while your enthusiasm for being part of a mission to end a global killer disease will be clear from the compelling donor communications you will create and deliver, inspiring support for our work.

# KEY RESPONSIBILITIES

## **Supporter care (individual giving, community and staff fundraising)**

- Responding to enquiries and requests for information from supporters, thanking donors and developing personalised communications and engagement plans to support the donor journey.
- Producing well-written copy that supports our fundraising and partnership development, for websites, emails, newsletters, and reports.
- Building relationships with key community and staff fundraisers, and individual donors, providing advice and guidance to maximise their support of Malaria No More UK's mission.
- Support with the delivery of face-to-face events and fundraising activities, including those held with our corporate partners.

## **Administration**

- Provide administrative support and co-ordination assistance to the team and in particular, the Director of Philanthropy and Programme Partnerships and the Head of Philanthropy and Partnerships, including supporting with internal and external meetings and co-ordinating mailings.
- Ensure that Philanthropy and Partnerships team's processes and data on the Salesforce Database are well maintained. Use the database to track communication, run accurate financial, contact, and pipeline reports and - with time and training – become the team's "Super-user".
- Manage and maintain online giving platforms and record new fundraising pages.
- Manage mailing and invitation lists for the Philanthropy and Partnerships team.

## **Fundraising Support**

- Identify and conduct research on new fundraising opportunities, donors and sources of income and communicate these to colleagues.
- Provide support as needed to corporate partnership, philanthropy, and institutional giving programmes, including creating decks and gathering information for proposals

## **You will also need to:**

- Ensure all activity is compliant with the Fundraising Code of Practice, Fundraising Regulator, GDPR and other relevant legislation.
- Carry out any other reasonable duties as requested.



# WHO YOU WILL WORK WITH

You will be part of our small, friendly Philanthropy and Partnerships team, consisting of a Director of Philanthropy and Programme Partnerships, Head of Philanthropy and Partnerships, Senior Programmes and Partnerships Manager, and Corporate Partnerships Manager (who will be your line manager) and team intern. You will also have opportunities to work closely with colleagues across our Operations, Communications, Advocacy and Policy, and Africa teams.

## QUALIFICATIONS, SKILLS & EXPERIENCE

### **Essential. You will...**

- Have experience working in a busy office environment (physical or virtual).
- Have sound experience of working with charity supporters.
- Be extremely well organised with the ability to manage your own workload and to balance the consistent delivery of self-led tasks with the agility to respond to requests from colleagues and supporters.
- Have excellent written and verbal communication skills.
- Play close attention to detail and have a commitment to accuracy in both your writing and data-driven work.
- Be able to demonstrate good research and analytical skills.
- Be friendly, with good people skills and a willingness to pitch-in as part of our small busy team.
- Demonstrate a high level of IT skills (in particular both Word and Excel) and experience using databases.

### **Desirable. You will...**

- Have at least 1 year of experience working in an office environment (physical or virtual).
- Have experience of delivering one or more of: individual giving, community fundraising, corporate fundraising, institutional or grant funding or philanthropic giving programmes.
- Have experience of using Salesforce or a similar CRM system.
- Have some experience of global health.
- Lived malaria experience / connection to the work that MNMUK undertakes.

## PERSON ATTRIBUTES

- Ambitious - enthusiastic about developing a career in fundraising, you will seek opportunities to take part in both formal and informal learning opportunities to develop and extend your skills.
- Passionate – enjoy communicating our mission to supporters and partners and in turn, fuel their passion and commitment.
- Collaborative – working to make our Philanthropy and Partnerships team as effective and successful as possible.
- Creative – in identifying ways to continually improve our supporter experience.
- A commitment to diversity, equity and inclusion in all you do.
- This role will sometimes involve working during the evenings or weekends and may occasionally involve overnight stays away.

MNMUK recognises the value of a team in which people from diverse backgrounds are able to introduce fresh ideas and contribute to delivering our mission to make Malaria No More. Candidates from historically marginalised or underrepresented backgrounds are encouraged to apply.

This job description is a statement of requirements at the time of writing and is not contractual or exhaustive. It should not be seen as precluding future changes after appointment to this role. It may be amended over time in consultation with the Manager / Director.

### **Staff benefits include:**

- 10% employer pension contributions
- 28 days' annual leave plus public holiday days in the postholders country of residence
- Interest-free staff season ticket loan
- Cycle to Work Scheme
- Continuing personal development opportunities
- Professional training & qualification subsidy
- Generous family leave allowances