

JOB DESCRIPTION

Post:	TRUSTS AND FOUNDATIONS OFFICER
Contract:	Two-year fixed term
Department:	Fundraising and Communications
Responsible to:	Fundraising and Communications Manager
Salary:	£35,000 per annum

BACKGROUND INFORMATION

Mildmay is a pioneering healthcare charity with a rich history of developing HIV and healthcare-related projects across Kenya, Uganda, Tanzania, Zimbabwe, Rwanda, and Eastern Europe. Since the 1990s, these projects have transitioned to local leadership, allowing Mildmay to focus on new opportunities. We are currently expanding our work, starting with initiatives in Uganda. The Trusts and Foundations Fundraising Officer will be critical in securing the funding necessary to support these international projects, as well as Mildmay Hospital in the UK, which serves vulnerable groups including those living with HIV and people experiencing homelessness.

POST SUMMARY

The primary goal of the Trusts and Foundations Officer is **to assist in project development and identify and secure funding** from charitable trusts, foundations, statutory bodies, church organisations, and community funders. This role will focus on securing funding for both Mildmay's international projects and the essential services provided by Mildmay Hospital in the UK.

The successful candidate will be responsible for managing relationships with current and prospective donors, drafting persuasive funding proposals, and ensuring timely reporting to funders. Working closely with the Fundraising and Communications Manager, the CEO, and colleagues across the organisation, the post holder will help drive Mildmay's fundraising efforts to support our vital work.

SPECIFIC DUTIES AND RESPONSIBILITIES

Fundraising, project development and grant writing

- Collaborate with colleagues to identify and develop projects that align with fundraising objectives.
- Develop and maintain a pipeline of prospective grant-making bodies, ensuring timely and methodical cultivation.
- Lead on drafting well-researched, compelling funding proposals, in line with the overall fundraising strategy.

- Manage a schedule of funder reports, ensuring a focus on measurable objectives, outcomes and income targets.
- Prepare and submit accurate budgets and project details for grant applications.
- Accurately track communications and applications in the fundraising database (Beacon CRM).

Donor Stewardship & Relationship Management

- Build and maintain strong relationships with current and potential donors.
- Ensure consistent and high-quality stewardship through regular updates, recognition of funders through publications, online platforms, and events.
- Support senior leadership and volunteers with their fundraising efforts, including helping them leverage personal and professional networks.
- Draft gift agreements and sponsorship contracts, working with relevant colleagues.

Reporting & Compliance

- Ensure compliance with the Data Protection Act 2018 and all relevant data protection regulations for donor records.

General

- Represent Mildmay Hospital professionally at all times.
- Participate in training and development opportunities to enhance performance.
- Undertake additional duties as needed, in line with the role's responsibilities.
- Ensure adherence to Mildmay's records management policies.

PERSON SPECIFICATION

Essential Criteria

Education & Qualifications

- Good honours degree

Experience & Knowledge

- Proven experience in fundraising, with a focus on securing grants from charitable trusts and foundations.
- Excellent written and verbal communication skills, with the ability to write compelling proposals and build strong relationships.
- Strong research and analytical skills to identify funding opportunities and tailor proposals.
- Demonstrable project management skills, with experience of managing multiple tasks and meeting deadlines.
- Knowledge of international development and healthcare, particularly HIV and homeless health is preferred.
- Strong computer literacy, including proficiency in Microsoft Office applications.

Skills

- Problem-solving skills, with a creative approach to proposal development.
- Ability to manage competing deadlines efficiently.
- Strong communication skills, with the ability to explain complex ideas clearly and persuasively.
- Excellent organisational skills and attention to detail.
- Ability to work collaboratively within teams and independently.

Desirable Criteria

- Fundraising qualifications or formal training.
- Experience securing capital grant funding.
- Knowledge of the NHS and the charitable health sector.
- Experience working with (clinical) multidisciplinary teams.

KEY COMPETENCIES

- **Customer focused:** build positive relationships with stakeholders through clear communication and excellent service.
- **Personal responsibility:** Proactive, reliable, and capable of managing multiple tasks and deadlines.
- **Communication:** adapt communication style to suit different audiences and ensure clarity and professionalism.
- **Teamwork:** collaborate effectively with colleagues, supporting and contributing to team success.
- **Dealing with change:** flexible and adaptable in response to organisational and project changes.
- **Creativity and innovation:** open to new ideas and approaches, contributing to problem-solving and process improvements.

BENEFITS:

- Competitive salary and NHS pension
- Opportunities for professional development
- Subsidised meals
- Travel Loan
- Gym Facilities
- Car lease scheme
- A role with meaningful impact on vulnerable people in the UK and internationally.

TO APPLY:

Please submit your CV and cover letter to:

Justine Iwala
Human Resources Manager
Mildmay Hospital, 19 Tabernacle Gardens, London, E2 7DZ
Email: hr.mildmay@nhs.net

(Submission of a cover letter is essential.)

Mildmay Hospital is an equal opportunities employer. We welcome applications from all qualified candidates, regardless of age, gender, race, religion, disability, or sexual orientation. All appointments are subject to verification of qualifications, eligibility and references.



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