

Job statement

Fundraising Manager			
Salary band	Senior Manager	Salary	TBC
Department	Corporate Affairs	Work location	London
Reports to	Head of Fundraising	Direct reports	N/A
Role duration	2 year fixed-term contract	Last updated	12 July 2021

The organisation

The Academy's core mission is to advance biomedical and health research and its translation into benefits for society. We are working to secure a future in which:

- UK and global health is improved by the best research
- The UK leads the world in biomedical and health research, and is renowned for the quality of its research outputs, talent and collaborations.
- Independent, high quality medical science advice informs the decisions that affect society.
- More people have a say in the future of health and research.

The Academy's 1200 Fellows have been elected on the basis of outstanding contributions to a range of scientific fields, and are drawn from universities, hospitals, general practice, industry and the public service. Our Fellows are central to all we do. It is their talent and expertise that ensures we can bring authoritative opinion and practical guidance to complex issues in medical science and healthcare.

Established in 1998 as an expert body to deal with issues at the interface of medical science and healthcare, the Academy is part of the national academies group, alongside the Royal Society, British Academy, and the Royal Academy of Engineering. We are governed by a Council of Fellows, including 6 Honorary Officers who provide strategic advice and oversight. Professor Dame Anne Johnson PMedSci is the current President.

The Academy is mid-way through a strategic review that includes developing a new 10-year strategy for 2022-2032. The strategy will provide clear direction for our activities as well as an updated vision for the Academy's future that will be helpful for making the case for funding the Academy. The current strategy for 2017-22 can be found on our website [here](#). Our website also highlights the Academy's key achievements in its first 20 years [here](#).

The Fellowship is supported by a team of approximately 50 staff. Academy staff are extremely professional and friendly and this culture has transcended the move from our office on Portland Place, W1 to home working during the pandemic. AMS staff recently identified the following values as most important to our work: collaboration, striving for excellence, integrity, evidence based and inclusive. We also highlighted the following behaviours as vital to the way we have been working during the pandemic - *agility*, *kindness* and *resilience*. The Academy has a dedicated Wellbeing Team and a number of social and wellbeing groups that bring people together even when working at home.

Our work

The Academy tackles issues related to progressing biomedical and health research in the UK and beyond. This primarily focuses on policy activities and support for careers through grants and career development activities. The COVID-19 pandemic has had a significant effect on our work due to the expertise of our Fellows and our ability to bring people together to address key issues and the direct effects on researchers themselves, many of whom are also clinicians.

Policy advice

Most recently in mid-July we launched a review on [COVID-19: Preparing for the future](#), developed following a request by Sir Patrick Vallance, the Government Chief Scientific Advisor. This review identifies key challenges that are likely to put additional pressures on the health and social care system over the autumn and winter, and outlines a series of options to mitigate their impact. The launch was covered extensively in all major UK news outlets in print, online, on television and radio and Sir Patrick Vallance tweeted that 'the report makes a helpful contribution to the scientific debate and it should help inform our continued response'.

Career support

Supporting the careers of researchers is a priority for the Academy and in response to COVID-19 we developed a new [online support space](#) with a variety of free resources. Feedback from our advisory group and researchers showed that the resources were extremely helpful and that following the development of the pandemic researchers were now looking for positive, forward thinking support. As such we have now reorganised and updated the resource around three themes: Recover, Reflect and Reimagine.

Future Leaders in Innovation, Enterprise and Research

As part of our career development activities we have launched a unique leadership programme aimed at creating leaders of the future who have the skills to work across traditional sector boundaries to drive innovation. The programme equips emerging leaders with skills to help solve the biggest health challenges, enabling them to seize opportunities afforded by new discoveries in science, technology and medicine. FLIER is a two-year leadership programme, and is currently running as a pilot over three years from 2019 to 2021 with two Cohorts of participants. We are already seeing the positive impacts of the programme through the work of the participants.

Charlotte Summers, from the University of Cambridge, was awarded £3.5 million from the National Institute of Health Research for the Heal COVID trial, that aims to identify treatments that may be beneficial for people discharged from hospital after recovering from COVID-19 to reduce their chances of dying or being re-admitted to hospital.

Working alongside Dr Summers are two fellow FLIER participants: [Dr Elin Haf Davies](#), CEO of Aparito (which runs remote patient monitoring via Apps), and [Dr Paul Wicks](#), an independent consultant who worked with patients on the design of the trial. Charlotte says:

Our trial team involves industry, the third sector and academic collaborators. There are fifteen co-investigators from different specialties and we aim to recruit from every NHS hospital in the UK. The scale of this project is far more ambitious than I would have attempted before [taking part in] FLIER.

Job Purpose

To establish major donor fundraising as an integral part of the Academy's fundraising strategy.

The role

The Fundraising Manager is a new post at the Academy and the holder will be responsible for devising and delivering the charity's major donor fundraising strategy.

This is an exciting time to join the Academy of Medical Science's Fundraising Team as we expand to have our first dedicated major donor fundraiser (which will increase the team to three people). Plans to expand into major donor fundraising are the result of a strategic review by the More Partnership consultancy that found, 'there is significant potential for the Academy to expand its philanthropic fundraising activity focused at individual and corporate supporters capable of giving major gifts.'

The post holder will create and manage a robust pipeline and database of prospects/donors to grow the charity's fundraising base. Initial research has led to the Academy developing a Top 100 prospects list which will form the foundation of the prospect pool for major donor activity. The case for support is currently under review and the new post holder will play an instrumental part in working with the Heads of Fundraising and Communications to develop it for unrestricted funding. They will be expected to be proactive in working with the Head of Fundraising, Executive Director, colleagues, Fellows and existing donors, and be committed to developing the fundraising strategy.

The post holder will have a minimum of three years' experience of major gift fundraising with an excellent track record of initiating new relationships, securing five figure gifts and managing long-term philanthropic supporter relationships. They will be well informed about the external fundraising landscape and keep abreast of the latest charity sector research and philanthropy trends.

We are looking for an energetic, positive self-starter, willing to take responsibility for managing all donor interactions, with a demonstrated ability to direct, lead and personally work through the fundraising cycle with donors. The post holder will have a 'can do' attitude, be able to spot and respond to opportunities and have great interpersonal skills, able to build rapport with colleagues, donors and Fellows.

Key tasks and responsibilities

- Play an active part in setting up and delivering the major donor fundraising strategy as a significant part of the Academy's overall fundraising strategy. This will include working with senior staff to set and work to agreed KPIs.
- Develop high value approaches to philanthropists and foundations with a focus on securing five figure+ donations for priority activities.
- Assist with the development of the Academy's case for support and write proposals, applications and reports to donors to secure and report on funding.
- Working with senior staff and Fellows as necessary, take forward the solicitation process, including the request for a financial donation.
- Using the Academy's Top 100 prospect list, contacts and networks, build and manage a portfolio of major gift prospects, developing bespoke solicitation plans that reflect the donor's specific interests.
- Work with colleagues and Fellows to identify and research potential donors, (charitable trusts, corporates and individuals), both from existing networks and by using research tools, ensuring due diligence processes are followed.
- Organise and deliver cultivation events to develop relationships with potential donors, ensuring that they are efficiently organised, cost effective and well attended.
- Support the Fundraising Officer in developing the Helix Group to increase membership and develop a higher tier of membership (current membership £250/year).
- Work with colleagues in delivery teams to identify and translate project information into compelling, high quality, major donor fundraising and stewardship materials.
- Report regularly on progress against agreed KPIs and objectives.

Fundraising general

- Ensure that correct policies and procedures linked to major donor fundraising are adhered to, updated or created if they do not exist.
- Ensure all donations and contributions are received in line with the Academy's policy on accepting donations.
- Acknowledge, thank and recognise donors in a manner appropriate to their level of support, ensuring that gifts are used in line with any stipulations and reporting requirements are adhered to.
- Maintain engagement with donors to encourage long term support.
- Maintain appropriate record keeping for fundraising activities, ensuring fundraising data is accurately and securely held on the Academy's CRM, setting up processes to capitalise on the potential of the new Salesforce system.
- Ensure that all fundraising and development activities follow best practice and are compliant with guidance from the Fundraising Regulator and all relevant law – including data protection legislation and Gift Aid rules.
- Undertake own administration.

General

- Develop close working relationships with other teams and support colleagues.
- Work with colleagues to contribute to the wider operational and strategic development of the organisation as required.

Person Specification

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent	<input type="checkbox"/>		AF & I
2	Background in science		<input type="checkbox"/>	AF
3	Commitment to the goals of the Academy	<input type="checkbox"/>		AF & I
4	Understanding of the medical research or academic environment	<input type="checkbox"/>		AF & I
5	Knowledge of the UK fundraising environment	<input type="checkbox"/>		AF & I
	Specific knowledge of medical research funding and/or science funding landscape.		<input type="checkbox"/>	AF & I
	TECHNICAL SKILLS			
6	Excellent written and verbal English with ability to produce concise and persuasive communications with attention to detail	<input type="checkbox"/>		AF & I & T
7	Practical, task focussed and proactive	<input type="checkbox"/>		AF & I
8	Team player	<input type="checkbox"/>		I
9	Confident clear communicator with people at all levels	<input type="checkbox"/>		AF & I
10	Excellent IT skills	<input type="checkbox"/>		AF & I
	Knowledge of Salesforce CRM system			
11	Good literacy and numeracy skills	<input type="checkbox"/>		AF & I
	EXPERIENCE			
12	Working in a relevant fundraising environment for 3 years with specific experience of major donor fundraising	<input type="checkbox"/>		AF & I
13	Strategic planning	<input type="checkbox"/>		AF & I
14	Experience of proactively working with external stakeholders and managing these relationships to generate new opportunities	<input type="checkbox"/>		AF & I
15	Developing network of contacts	<input type="checkbox"/>		AF & I

16	Running successful events	<input type="checkbox"/>		AF & I
17	Line managing and/or project management of staff		<input type="checkbox"/>	AF
18	Managing and developing budgets		<input type="checkbox"/>	AF & I
	CIRCUMSTANCES			
19	Able to be flexible about working hours on occasions		<input type="checkbox"/>	I
	COMPETENCIES			
1	Focussed Achievement, Initiative & Drive. <i>Achieving objectives, finding solutions to problems, developing and contributing ideas</i>	<input type="checkbox"/>		
2	Decision Making/Judgement <i>Making informed decisions & exercising professional judgement</i>	<input type="checkbox"/>		
3	Communicating & influencing <i>Effectively, professionally and with confidence</i>	<input type="checkbox"/>		
4	Developing Relationships <i>Working effectively with the team, colleagues & stakeholders</i>	<input type="checkbox"/>		
5	Personal Effectiveness <i>Working in a planned and organised way to meet objectives. Taking responsibility for own development</i>	<input type="checkbox"/>		