



**Recruitment pack
Fundraising and Supporter
Engagement Officer**

Contents

How to apply

The Academy of Medical Sciences

The post

The person

The offer

Key dates

How to apply

CV and covering letter explaining why the candidate thinks their skills and experience makes them suitable for the job and what attracts them to the role.

The Academy

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 21 Fellows, including 6 Honorary Officers who provide strategic advice and oversight. Professor Sir Robert Lechler PMedSci is the current President.

The Academy is:

- A charity and recently awarded Royal Charter body
- An elected Fellowship of the UK's best biomedical and health researchers
- An independent source of evidence-based and expert advice
- Connected to, and respected by, decision makers
- Focused on realising cross-disciplinary opportunities across academia, industry and healthcare.
- Committed to improving and celebrating diversity - in all its forms - in the biomedical and health research community
- Global in outlook, reach and influence
- Catalytic, inclusive and accessible in our approach
- Responsive to change and innovative in our solutions
- Adept at maximising our impact through partnership working

We seek to advance UK and global biomedical and health research through five strategic challenges (as set out in our 2017-22 strategy):

- 1. To harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society.**
- 2. To lead innovation in the development of research talent through funding and careers support.**
- 3. To achieve influence and impact beyond the UK to improve health and well-being.**
- 4. To become the exemplar of a 'modern scientific academy' – diverse, trusted, dynamic, relevant and accessible.**
- 5. To enhance the Academy's delivery capability, making sure we have the Fellows, staff, partners, resources and influence to make an even greater contribution to the UK and beyond.**

The Fellowship is served by a team of 51 staff.

Our staff values

Recently we identified the following values as most important to the Academy staff:

- Collaboration
- Striving for excellence
- Integrity
- Evidence based
- Inclusive

We also highlighted the following behaviours as vital to the way we work - agility, kindness and resilience.

Fundraising and Supporter Engagement Officer			
Salary band	Officer	Salary	£26,000
Department	Fundraising	Work location	41 Portland Place, London
Reports to	Fundraising Manager	Direct reports	N/A
Role duration	Permanent	Last updated	19.9.18

Fundraising at the Academy

The Academy has a small fundraising team tasked with raising much needed income to support our work. The post holder will assist the team as the Academy enters a new, ambitious, fundraising phase and develops activities to increase income at this pivotal time for medical science.

Key tasks and responsibilities

The purpose of the role is to engage with potential and existing donors to raise funds for the Academy from a variety of sources.

Responsibilities include supporting the growth of the Academy's fundraising through a new appeal for unrestricted income, developing the Helix Group of individual donors and legacy activities, working with the established team to ensure the continued success of the FORUM of corporate supporters and encouraging colleagues to promote fundraising for the Academy.

Key tasks include communication with donors and potential supporters with the aim of increasing fundraised income; producing digital and print literature; organising meetings and events (currently virtual but usually physical); record keeping and supporting colleagues.

The position is managed by the Fundraising Manager under the Executive Director; these 3 roles form the Academy's fundraising staff, although other departments also have responsibility for soliciting income for their activities. The Fundraising Team are part of the Academy's Directorate group and wider Corporate Affairs Department.

Individual donors

- Management of the Helix Group, currently 130 individual donors (largely Fellows) who give £250 or more each year to the Academy's work. This includes: soliciting new members from the Fellowship, Academy scheme alumni, stakeholders and contacts; managing the administration of the campaign in the office including record keeping and liaison with the Finance Department; producing regular newsletters and engagement material; and organising an annual event to thank supporters.
- Support the Academy's legacy appeal to Fellows, including production of new literature.
- Ensure all donors are acknowledged in a manner appropriate to their level of support and that a process is in place to keep the donor engaged with the work of the Academy subsequent to their donation.
- Adhere to reporting requirements as requested by donors and proactively report to other supporters.

Work with a dedicated team of colleagues to develop the Academy's FORUM, which brings in annual support from companies and other organisations in the medical research arena (2019-20 income £155,000 from 38 organisations).

- Organise, attend and minute meetings of the cross departmental FORUM Membership Team.
- Administer annual invoice programme, welcome pack, thank you letters and circulation of the FORUM newsletter (currently three times a year).
- Aid with the preparation of documents, including letters and reports, for potential and existing FORUM supporters.
- Manage the record keeping of all FORUM supporter business.

Engagement

- Manage regular communication with donors, potential donors and Fellows through regular online mailings and ad hoc contact.
- Work with colleagues both within and beyond the Fundraising Team to develop and circulate newsletters to Fellows, key stakeholders and the public.
- Assist in the production and development of print and online communications; liaising with external suppliers of design and print as appropriate.
- Ensure the website provides the best possible information to support the Academy's fundraising. This will involve maintaining and updating the fundraising section of the Academy's website, producing regular news items to appear online and creating and managing relevant events pages.

Fundraising support

Aid colleagues with the development of relationships and solicitation of gifts from donors, which may include individuals, companies, trusts and foundations.

- Identify and research potential new prospects including charitable trusts, companies and individuals.
- Support colleagues to nurture existing donors to develop long term support, and in the solicitation process for new funders. This will include organising meetings and preparing briefing documents, as well as assisting with the development of proposals for support and feedback reports on funding.

Events

- Manage the delivery of the Academy's fundraising events, including annual Helix Group event to thank members.
- As required, organise bespoke fundraising events aimed to attract new support (eg. VIP dinners).
- As necessary assist in the delivery of the Academy's events including the annual corporate events programme, ensuring events maximise fundraising opportunities. Key events include the New Fellows Admissions Day, the Annual General Meeting and Dinner, as well as the FORUM programme and ongoing programme of scientific lectures and regional Fellows' events.

Record keeping

- Develop and maintain the data held on the Academy's CRM database (ThankQ) to ensure donor, potential donor, FORUM member and event information is accurately and securely held and Data Protection Act requirements met.

- Work with the Finance Team to ensure donations are received and appropriately recorded. This will involve organizing, attending and minuting regular meetings with relevant colleagues.
- Champion the use of the database across Academy departments and assist colleagues in entering data of relevance to developing relationships with individuals and organisations. Work with colleagues on the development and implementation of the Academy's new CRM database.
- Ensure all approaches to potential donors are recorded. Digitally save and file fundraising documents and communications in an appropriate way on the Academy server to ensure comprehensive record keeping of Academy fundraising activities.

Other activities

- Support the preparation of reports for Council, Officers and other Academy meetings as required.
- Actively participate in the activities of the Corporate Affairs Directorate, providing support and assistance to colleagues for AMS projects and events as required.
- Undertake all other ad hoc duties that can be reasonably expected of this post.

Person Specification

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent		✓	AF & I
2	Background in science		✓	AF
3	Commitment to the goals of the Academy	✓		AF & I
4	Understanding of the medical research or academic environment		✓	AF & I
	TECHNICAL SKILLS			
5	Excellent written and verbal communications skills	✓		AF & I
6	Practical, task focused and proactive effectively.	✓		AF & I
7	Team player	✓		I
8	Confident dealing with people at senior level	✓		AF & I
10	Excellent IT skills	✓		T
11	Good literacy and Numeracy skills	✓		T
	EXPERIENCE			
14	Managing a budget		✓	AF & I
15	Working with databases	✓		AF

	CIRCUMSTANCES			
16	Able to be flexible about working hours on occasions		✓	I
	COMPETENCES			
17	Plans own work to ensure maximum effectiveness and prioritises to ensure urgent and important tasks are completed within deadlines	✓		I
18	Seeks views where appropriate from team members to make informed decisions, while confident in taking own decisions	✓		I
19	Considers the differing needs of others and adapts communication style accordingly	✓		I
20	Willingly 'shares the load' within the team and is flexible in covering for colleagues when needed	✓		I
21	Shows a committed attitude in approach to work and takes personal responsibility for delivering on targets and objectives	✓		I



The Offer

Position	Full time, permanent
Location	Currently home based due to Covid-19 Office: 41 Portland Place London W1B 1QH
Remuneration	£26,000
Annual leave	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary
Staff lunch	Free hot lunch available to staff on site Monday – Thursday when office open
Season ticket travel loan interest free	Available to all staff after completion of probationary period
Family friendly benefits	A range of enhanced benefits

Key dates

Closing date for completed applications

6 October 2020 TBC

Interview

13/14 October 2020 TBC