

Job Description

Post	Trusts & Grants Officer (permanent, full-time)
Job Ref	F/24
Location	Hybrid
Department	Income Generation
Reporting to	Senior Trusts and Grants Officer
Responsible for	This post has no direct reports

Job Summary

Myeloma UK is the only organisation in the UK dealing exclusively with the incurable blood cancer myeloma and related conditions. We are committed to bringing together the best and brightest people to help us ensure that every patient has an empowered present and a hopeful future. Our goal is to find a cure and make myeloma history. Until then, our mission is to help every patient live well with myeloma for as long as possible. We are committed to diagnosing myeloma earlier, discovering and sharing knowledge, transforming the patient experience and influencing positive change in care.

Myeloma UK is embarking on an ambitious five-year income generation strategy, which aims to increase income from £5m to £10m by 2029. This position will play a critical role, securing grants of up to £10K from trusts, foundations, and grant funders for a range of innovative and life-changing programmes – including patient and family support, research and advocacy. The post holder will work closely with the Senior Trusts and Grants Officer, who leads on the medium and large grants programme, and income from pharmaceutical partners.

You will be one of the following,

- A driven individual with prior experience fundraising from charitable trusts and foundations.
- A fundraiser with experience in a supporter care or administration role.
- A candidate with no prior fundraising experience but with transferable skills and a willingness to learn and develop.

Good analytical skills are required, as is a passion for writing and excellent communication skills. You will deliver the grant process from start-to-finish including administration, research and managing and growing a pipeline of small trusts. You will work with colleagues from across the charity to build high quality proposals and develop reports for funders. You will also work directly with funders to understand their priorities and offer excellent stewardship.

This is an exciting time to join Myeloma UK, with a new organisational strategy, a new fundraising strategy, alongside investment in fundraising, creating the opportunity to grow this area significantly.

Key Deliverables

1. Income generation

- Conduct high-quality research into charitable trusts and foundations identifying priority prospects and growing the pipeline.
- Support the Senior Trusts & Grants Officer with high quality research into pharmaceutical companies, drafting briefings, where appropriate.
- Complete and submit to a high standard compelling proposals and applications to a range of charitable trusts and foundations to support our current work and new projects across the charity achieving set income targets and working towards growing income to £150,000-200,000 per annum.
- Carry out research and work with colleagues across the charity to gather internal and external evidence to create compelling proposals and reports.
- Provide the highest quality donor care, including creative stewardship for funders, meeting all grant terms and conditions and responding promptly and effectively to enquiries received from funders and prospects.
- Administer the trusts and grants process, following and improving processes and ensuring funder records are up to date on the CRM (customer relationship management) system. Prepare reports and analysis of activity.

2. Other responsibilities

- Work with colleagues to achieve the trusts and grants annual budget, reporting on progress against targets on a monthly basis and agreeing plans to mitigate any shortfalls in income.
- Follow and optimise standard operating procedures and processes with respect to the processing and management of records.
- Ensure collaboration with other members of the Income Generation Team to maximise opportunities for income.

3. Reporting and administration

- Work closely with other teams in the charity to ensure coordinated and timely reporting and donor stewardship to build our relationship with funders.
- Collect KPI (key performance indicator) data and proactively report on performance and success to your team and the organisation regularly and as required. Use the finding to make decisions to improve and develop new funding application submissions.
- Prepare regular updates for team meetings on the progress of agreed plans and objectives.
- Keep abreast of relevant legislation, emerging trends and best practice. Work with colleagues in the Fundraising team to develop the necessary internal policies, procedures and guidelines accordingly.

4. General

Continuous improvement, developing skills, adhering to organisational quality standards, and teamwork underpin all roles at Myeloma UK.

General responsibilities include:

- Adopt the Myeloma UK principles of quality management
- Be attentive to and implement organisation brand and style guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- The post holder must be willing to travel
- Undertake such work as may be appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

Person Specification

Area	Essential	Desirable
Experience/ Education	<ul style="list-style-type: none"> • Either one year's fundraising experience or transferable skills from another sector. • Proven ability to form good working relationships, both with colleagues internally and with external stakeholders, at all levels 	<ul style="list-style-type: none"> • Knowledge of prospective funders within the trust and foundation and corporate sectors • Proven experience of fundraising from charitable trusts and foundations or supporting those who do • Experience developing and delivering funder communications including letters and reports
Skills	<ul style="list-style-type: none"> • Excellent organisational, communication and IT skills including Microsoft applications and database experience • Good project management skills • Excellent communication, writing and presentation skills • Ability to understand and interpret financial data 	<ul style="list-style-type: none"> • Experience of building project budgets • Previous experience of working in health or research charities • Experience of using Raisers Edge CRM system
Personal	<ul style="list-style-type: none"> • Self-motivated and dedicated team player • Commitment and desire to make a difference • Ability to manage own workload and prioritise a range of competing tasks • Flexibility and willingness to develop and expand role • Ability and willingness to attend Myeloma UK meetings and events and work outside office hours as and when required 	

Terms and Conditions

Post	Trusts & Grants Officer (permanent, full-time)
Salary	£30,636 - £33,391
Probation period	Three months
Hours of work	<p>The standard working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
Holidays	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 7% pension contribution to all staff.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.