



1 St Andrews Place  
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## Institutional & Trusts Fundraising Coordinator

<b>Hours:</b>	30 – 37 hours a week (subject to negotiation).
<b>Location:</b>	The role is UK based, suitable for remote working in a virtual environment, with the need for travel in the UK and overseas for team meetings, and to visit projects, involving the occasional overnight stay.
<b>Reports to:</b>	Director of Programmes
<b>Salary:</b>	£30,510 to £35,683 (pro rata) per annum (dependent on experience).
<b>Contract:</b>	Permanent

### About the role

The Institutional & Trusts Fundraising Coordinator will develop new sources of income for THET, helping us to deliver on our vision of creating a world where everyone has access to quality healthcare.

Reporting to Louise McGrath, our Director of Programmes, and working closely with a highly supportive team of colleagues from across the organisation, the post holder will excel in written English, and in creating opportunities for people to collaborate on the production of fundraising proposals. The post holder will be methodical and organised and relish working to deadlines. They will have a demonstrable track-record in fundraising from trusts and foundations and/or institutions.

The role is formally located in the Programmes Team at THET but will collaborate closely with colleagues from the Policy and Learning Teams and External Engagement Teams, as well as Finance and Operations. You will be building on THET's strong reputation with donors and part of a wider team of staff focused on generating income from our Events, private sector partnerships and High Net-Worth individuals.

### About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges, and academic institutions in the UK and low- and middle-income countries (LMICs). THET is an NGO in Official Relations with the World Health Organization. We have also recently experienced a period of growth bringing the total number of staff at THET to c. 50. Of these, 60% are based in the UK. However, in the past eighteen months we have very actively encouraged applicants from other parts of the UK who are happy to be homeworking.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East, and Asia in partnership with over 130 UK institutions.

In recent years, THET has established a reputation for excellence in brokering partnerships between health institutions in the UK and overseas and this is expressed in our programmes work, our grants management service, and in our policy activity. In 2021, we supported the training of over 4,783 health workers across Africa and Asia. We are now moving to diversify our income. It is vital we prioritise the diversification of our funding streams with some excellent new opportunities already underway.

We are now looking to recruit a new Trusts, Foundations, and Institutional Fundraising Coordinator with excellent organisational and analytical skills, and a personality to inspire confidence internally and externally. This is an excellent role for those interested in understanding how this dynamic international charity is responding to the challenges facing our sector in 2022. You will be working with an exceptionally friendly team of people who are ambitious to achieve real change and impact and operating with considerable autonomy. We are open to flexible hours and ready to employ someone in any location across the UK.

You can learn more about our work on our website [www.thet.org](http://www.thet.org).

## Accountability and working relationships

### 1. Strengthen fundraising effectiveness across THET

- Support the Director of Programmes to shape a robust strategy that identifies funding opportunities from trusts and foundations, and institutional sources, and clearly describes roles and responsibilities across the organisation.
- Manage processes that support the Director of Programmes and the wider organization to implement this strategy, and to effectively track and respond to opportunities.
- Support the Director to create an environment which encourages the discussion of ideas and cross-team working.

### 2. Generate fundraising proposals

- Invest in your understanding of THET and the wider Health Partnership community's work in order to contribute ideas for funding proposals in discussion with the Director of Programmes.
- Research, identify and apply to prospective funders, maintaining a vigorous pipeline of opportunities.
- Lead on the writing of funding bids when requested, drawing on the support and expertise of colleagues from across the organisation as appropriate.
- Lead or support the coordination of new proposal development as requested.
- Be accountable for a fixed income amount of new business annually.
- When requested, take responsibility for the stewardship of THET's relationship with specific donors and support others where appropriate.

### 3. Other

- Represent THET at external meetings with donors, Health Partnerships, and others, as required.
- Undertake other tasks as may be required, commensurate with experience.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level education in an essay-based subject or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate degree in a global health or international development subject.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least two years' experience of statutory, trusts and foundation fundraising.</li> <li>An experienced writer with the ability to craft compelling cases for support.</li> <li>International development or global health.</li> <li>Building and sustaining effective working relationships both internally and externally, helping to build a culture of cross-team working with clearly defined responsibilities</li> <li>Experience of donor stewardship and liaison with a variety of donor types.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of matrix working</li> <li></li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of trust and foundations fundraising.</li> <li>Knowledge of institutional fundraising.</li> <li>Understanding of / interest in global health.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Health System Strengthening.</li> <li>Knowledge of the UK Health Sector.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Someone who likes to bring a creative flair to their role, demonstrating proactivity and collaborative working.</li> <li>Demonstrable analytical skills.</li> <li>Excellent written and verbal communication.</li> <li>Good interpersonal skills and the ability to work with staff from diverse organisations.</li> <li>Ability to contribute to budget planning.</li> <li>Skilled user of IT, including Word and Excel.</li> <li>Excellent organisational and administrative ability.</li> <li>Commitment to THET's ethos and values.</li> <li>Ability to travel within UK and overseas.</li> <li>Ability to respond flexibly in the context of working within a small-medium sized charity.</li> </ul>	



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### **What we offer**

- Flexible working hours.
- 25 days annual leave (pro-rata) plus 3 days winter closure between Christmas and New Year.
- 5% pension contribution when Employee contributes 3%.
- Cycle to work scheme.
- A friendly, supportive work environment.

### **How to apply:**

To apply for this role please send your CV and a cover letter to [jobs@thet.org](mailto:jobs@thet.org) by midnight, Tuesday 31<sup>st</sup> May 2022.

**THET is an equal opportunities employer. This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.**