We're hiring!

Thanks for your interest in working at THET. This job pack provides you with everything you need to know to apply for this role and what it means to work at THET.

HEAD OF FUNDRAISING
About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org.
OUR VALUES

1. Partnering through collaboration
2. Partnering with respect
3. Partnering with integrity
4. Partnering through learning
Here are the top four things to be excited about:

- Being at the heart of the UK global health community, supporting UK NHS and other health workers to engage internationally, working closely with diverse partners including WHO, UK Government Departments and the NHS.

- Developing your own strategy and team to deliver growth in income across major donors and corporate supporters.

- Working with the recently formed business development team and with colleagues from across the organisation (in the UK and overseas) to identify opportunities for funding and developing bespoke proposals.

- Taking on a leadership role within THET, contributing to the quality and strategic direction of its global health work.
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<tr>
<th><strong>Hours</strong></th>
<th>Full time, 37.5 hours</th>
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<tbody>
<tr>
<td><strong>Contract type</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>Reports to</strong></td>
<td>Deputy Chief Executive</td>
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<td><strong>Line management</strong></td>
<td>Fundraising Coordinator and Programmes Funding Coordinator</td>
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<tr>
<td><strong>Location</strong></td>
<td>UK-based, working from home with access to an office near Liverpool Street, London.</td>
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<td><strong>Salary</strong></td>
<td>£56,363</td>
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**What is expected of you in the first six months?**

- Review the current portfolio of supporters and make introductions with key supporters (working closely with the Chief Executive and Deputy Chief Executive).
- Deliver stewardship and report back to existing and previous supporters.
- Put in place a robust plan for prospecting, lead development and proposals of major donor and corporate prospects (though we know it takes time from prospecting to income).
- Familiarise yourself with your team’s ways of working and develop internal relationships to support you in this role.
Reporting to the Deputy Chief Executive as a member of the Leadership Team you will be responsible for the development and delivery of the Fundraising Strategy, especially the diversification of our funding portfolio.

The main focus will be on diversifying our funding portfolio, growing our income from major donors and corporate supporters. You will have the autonomy to shape the role and make it your own. We encourage the successful candidate to showcase their creativity and strategic thinking to enhance our profile and to grow income.

You'll have the space to develop creative and interesting pitches that stand out. We believe in ‘wow’ and the power of moments to open doors and inspire people to support us.

You will have impeccable stakeholder management, ensuring our core Partners, Stakeholders, Donors and Trustees receive timely, engaging and trusted updates on our work and impact, and have a positive experience of creating change with THET.

You will be a positive, flexible, and hands-on team player who is able to create a team around projects and campaigns, as well as build strategic relationships with philanthropists and partners.

We offer a competitive salary and flexible working approaches.
**Leadership and management**
- Make an active contribution to the direction of the charity, driving innovation in the areas you are responsible for and making the connections with workstreams across the wider organisation.
- Provide leadership to the Business Development Team and ensure individual members are operating with clear objectives, are well supported, and working fluently with other members of the organisation and with external stakeholders.
- Work with the CEO to ensure Trustees are kept fully informed of progress.
- Contribute to the wider operational performance of the charity by being an active member of the THET Leadership Forum.
- Undertake required HR processes following all appropriate THET policies and procedures.

**Fundraising**
- Drive income-generating activities in partnership with the Deputy Chief Executive, who is responsible for fund raising. We are especially prioritising revenue from events, private sector partners, high net-worth individuals and Trusts and Foundations, and leading the way in creating new models of revenue from events and training.
- Develop and deliver your own strategy for growing income from corporate supporters and high net-worth individuals.
- Manage an active portfolio of existing and prospective supporters.
- Ensure all fundraising regulations and codes of conduct are adhered too.

**Strengthening Fund raising capacity**
- Ensure the continuous development of the Business Development team
- Capacity development of wider THET staff to ensure we maximise business development opportunities across the whole organisation
- Contribute towards strengthening and standardising new business development tools and processes

**General support**
- Provide support to the Deputy CEO and others as necessary and relevant.
- Represent THET externally at global health events.
# Role Requirements

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<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
<td>• A degree in a relevant subject</td>
<td>• A fundraising qualification or equivalent</td>
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</table>
| **Experience**       | • At least five years of progressively relevant experience in fundraising.  
• Leadership role in fundraising and evidence of developing, and working to, a strategic plan.  
• Experience in income generation and fundraising with a particular focus on corporate partnerships and high net-worth individuals.  
• Experience in the development and implementation of campaigns.  
• Experience in managing a team.  
• Experience cultivating new donors. | • Experience developing products or services as an income generation approach. |
| **Knowledge**        | • Knowledge of international development and global health. | • Knowledge of the corporate donors relevant to global health.  
• Knowledge of the UK health system and institutions. |
| **Values**           | • Commitment to THET’s approach, ethos and values. | |
## ROLE REQUIREMENTS

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| **Skills**           | - Ability to manage a varied workload calmly and independently.  
- Excellent proven oral and written communication skills, and an ability to think creatively.  
- Ability to build positive relationships and work effectively with colleagues and key internal/external stakeholders to achieve goals.  
- Entrepreneurial approach, able to identify opportunities and develop creative responses.  
- Ability to collaborate and work in a diverse team environment.  
- High emotional intelligence so you can deliver tailored proposals and deliver exceptional donor care and stewardship. | - Ability to read and interpret medical articles and scientific research papers, and to communicate complex information clearly for both lay and professional audiences. |
| **Other**            | - Please note, this post is UK based. Non-EC nationals will require current and valid permission to work in the UK. | |
How to apply:

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person’s specification.

This letter should be submitted with a CV to jobs@thet.org by midnight Tuesday 2nd January 2024, with ‘Head of Fundraising’ in the subject line. Applicants must be available for interview and assessment over the following two weeks.

THET is an equal-opportunity employer.

The job holder must be able to live and work in the UK. Non-EC nationals will require current and valid permission to work in the UK.

WHAT WE OFFER

- Flexible working hours
- Access to a coworking space in Liverpool Street
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.