Job Description

Fundraising and Partnerships Officer
(Part-time – Home-based or access to Brighton Office)

Our vision is a world with no new HIV infections, where people make empowered sexual health choices, and where those living with HIV do so with dignity, good health and equality.

INTRODUCTION:

Are you keen to apply your fundraising and partnership building skills in a charity that has been working at the forefront of the HIV epidemic for the past 30 years? We are looking for a fundraiser with experience in the international development sector to help us increase our income from trusts, foundations and institutional funders so we can ensure people have the information and knowledge they need on HIV and sexual health.

With excellent proposal writing and networking skills, the right candidate will enjoy working for a small organisation that gives opportunities for growth, flexibility and development. You will have previously supported six figure income targets and have a proven track record of building and managing funding and partnership relationships.

Avert empowers people with knowledge on HIV and sexual health. With over 30 years’ experience, we are a trusted provider of accessible, accurate and actionable content and resources that build health literacy on HIV and sexual health. Our work supports global efforts to end AIDS and achieve the Sustainable Development Goal for Health. We engage with millions of individuals, community health workers and primary health practitioners living in areas of greatest need every year. We use our understanding of HIV and sexual health; our expertise in digital marketing, communications and behaviour change; and our network of partnerships, to increase their knowledge, skills and confidence and their ability to act.

We have recently developed a new 3-year Strategic Framework and accompanying fundraising and partnerships strategy. This role will play a crucial part in helping Avert to raise more funds for its work by retaining existing funders but also looking for new sources of funding. You will work as part of our close-knit team, and maintain and build partnerships with other organisations to deliver Avert’s strategy. You will work closely with the Director of Partnerships and Fundraising, and the Director of Communications and Digital Health Strategy.

With a specific focus on prospect researching, proposal writing, partner and donor relationship management, you will support a strong fundraising pipeline aligned to Avert’s strategy. You will work closely with the Digital Health Projects Team, supporting the development of capability statements, presentations, web pages for Avert.org and other fundraising materials.

As Fundraising and Partnerships Officer you will:

- Be an experienced proposal writer, with excellent writing, editing and budget development skills and a good eye for detail, with the ability to match project concepts to funders’ strategies.
Be a confident networker – with a good skill for taking the impact and change stories from Avert’s work to a funder audience and helping them make the link between their strategy and Avert’s.

Be a detail-orientated researcher, with a good ability to carry out prospect research and skills in seeking out opportunities for funder engagement and pursuit.

You will keep up-to-date with innovation and change in the wider fundraising sector that could influence or improve our overall income and partnership aspirations. This may include attending relevant conferences, networking within the fundraising, HIV and Sexual and Reproductive Health and global health sectors, to ensure we remain responsive and engaged.

You will be comfortable working collaboratively in a small organisation, interested in contributing and sharing skills and ideas for the overall progress and development of Avert, and being flexible to the changing demands of the organisation.

We are recruiting this position on a part-time basis to work alongside the Director of Partnerships and Fundraising, who also works part-time.

Reports to: Director of Partnerships and Fundraising.

Hours of work: 21 hrs per weeks (3 days). A flexible working policy is in place.

Salary: £30,000 - £38,000 PA (pro rata, depending on skills and experience), attractive benefits and employer contribution pension available.

Location: Home-based or access to Brighton Office. If home-based, will need to be flexible to meet in person in either London or Brighton on occasion.

Contract: Permanent

KEY DUTIES AND RESPONSIBILITIES:

Donor relations, prospect and proposal development:

- Support continued donor mapping to identify and quantify the most significant high-return funding prospects for Avert in the current strategic period, in line with Avert’s ethical funding policy.
- Develop relevant funder communications aligning Avert’s impact to funders’ focus.
- Working with the Digital Marketing Manager, develop and update external facing communication products – including pages on Avert.org.
- Match potential funders with projects and devise short, medium and long-term funder engagement plans for key funders and/or income streams, in consultation with colleagues.
- Coordinate and lead on proposal delivery as assigned, including joint development of budgets.
• Coordinate and lead on funder report delivery as assigned, including the project financial reports.

Scoping and cultivating new partnerships:

• Identify partnership engagement opportunities and build on the partnership engagement workplan in coordination with the Director of Partnerships and Fundraising
• Support the Digital Health Projects team to identify partners to support the uptake and adoption of Avert’s communication products – with a specific focus on identifying further joint fundraising opportunities
• Support the Director of Partnerships and Fundraising to identify sub-contract roles and opportunities on consortium bids and programmes.
• Support the delivery of Avert funder and partnership profile-raising events with the Director of Partnerships and Fundraising.

Other duties:

• Keep up to date with relevant funder and fundraising trends and legislation
• Support the delivery of Avert’s results framework and the development of project specific frameworks to ensure monitoring, evaluation and learning is reinforcing the fundraising and partnership strategy
• Support reporting against the fundraising and partnership strategy to the team and the Board

PERSON SPECIFICATION

Essential:

• Previous proposal development and proposal-writing experience.
• Previous experience supporting six figure income targets.
• Good people, presentation and networking skills, with a proven track record of building and managing effective relationships.
• A good working knowledge of the small / medium INGO sector and sustainable funding models.
• Relevant experience with institutional donors and trusts and foundations.
• Experience engaging new donors and opening new partnership opportunities.
• Flexible, self-motivated and highly organised to carry out a part-time role and make the most of opportunities to develop and grow.
• Finance and budget development experience.

Desirable:

• Project management experience.
• Knowledge of the global HIV epidemic and funding structures supporting the response.
• Professional work experience in developing countries – either through long or short term assignments.
HOW TO APPLY

Applications for this role should be made by sending a CV and cover letter addressing the criteria in the person specification to: jobs@avert.org

Closing date: Sunday 18th July – midnight.

We encourage applications from people living with HIV or those who have been affected by HIV.

Applicants must have the right to work in the UK.