

Grants & Partnerships Officer

Position Description

Title of position:	Grants & Partnerships Officer
Reports to:	Chief Executive
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face a number of challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 900 members collectively within our networks of aspiring medics, medical students and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

Job Overview

Grants & Partnerships Officer will supervise and coordinate all operations within an organisation that generate funds.

Responsibilities and Duties

- Conducting research on fundraising and grant opportunities.
- Writing grant applications and sponsorship proposals
- Determining funding needs.
- Writing funding proposals and submitting these to potential donors.
- Identifying support agencies and potential partnerships.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications.
- Organizing and attending non-profit events and networking with relevant stakeholders.
- Establishing good relationships with staff, members of the public, and the media.
- Must play an active role in engaging in Melanin Medics Projects, for the operational year

Essential Selection Criteria

- Methodical and strategic thinking.
- Relevant fundraising experience.

To apply: please complete the Application form and submit your along with the names and contact details of two references via <https://tally.so/r/meqQKx>. Deadline: 30th of June 2022

- Good communication skills.
- Project management skills.
- Excellent organizational skills.
- Knowledge of the charity sector.
- Proficient in Excel use
- Excellent written, verbal, and telephonic communication skills.

Desirable Selection Criteria

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage
- Sound negotiation skills
- Higher Education Qualification in Accounting or Finance.

Organisational Relationships

- Reports to the Chief Executive
- Manages significant projects and/or functions, including responsibility within the organisation for funding development
- Work with other staff in finance roles: Finance Officer, Operations Manager & Chief Executive

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