

## Fundraising Officer

### Position Description

Title of position:	Fundraising 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 700 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

Fundraising Managers supervise and coordinate all operations within an organisation that generate funds.

#### Responsibilities and Duties

- Conducting research on fundraising opportunities.
- Writing, submitting and uploading press releases as required.
- Writing funding proposals and submitting these to potential donors.
- Preparing quarterly budgets.
- Coming up with ingenious ways to raise awareness.
- Implementing a variety of marketing strategies and promotional campaigns.
- 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.
- Knowledge of the charity sector.
- Excellent written, verbal, and telephonic communication skills.

To apply: please e-mail your completed Application form and CV to [admin@melaninmedics.org](mailto:admin@melaninmedics.org), along with the names and contact details of two references. **Deadline: 30<sup>th</sup> of June 2021**



### ***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
- Previous experience in sales or marketing also acceptable.

### ***Organisational Relationships***

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

To apply: please e-mail your completed Application form and CV to [admin@melaninmedics.org](mailto:admin@melaninmedics.org), along with the names and contact details of two references. **Deadline: 30<sup>th</sup> of June 2021**

