

Senior Trusts & Grants Manager – Full time permanent position

Context

You will lead on developing and expanding our current pipeline of trusts and grant givers to deliver income towards Meningitis Research Foundation's goal of [Defeating Meningitis by 2030](#).

You will join a successful income generation team with the opportunity to build on recent successes and lead on expansion of the team, within a supportive, values driven organisation with a clear future strategy and demonstrable major impacts.

Team Structure

This role reports directly to the Head of Partnerships & Fundraising and will work closely with other members of the Senior Leadership Team and the Philanthropy Associate (fixed term post finishing June 25)

Funds have been approved by the board for an additional Grants Executive to the team and this the role will be responsible for the recruitment and line management of new team members, our new organisational strategy launching in April 2025 includes the ambition to further invest and grow the grants team.

Responsibilities

This role will be responsible for raising funds from trusts and other grant givers towards Meningitis Research Foundation's portfolio of projects including:

- [Research programme](#)
- [Support Services](#), helpline and ambassador programme.
- [World Meningitis Day](#) and other global health days
- [Race to 2030](#) – global advocacy and civil society involvement in the Roadmap to Defeat Meningitis by 2030
- [MRF International Scientific Conference](#) & [Spotlight Symposium](#)

Key responsibilities of this role are:

- Lead on the delivery of income from trusts & grant givers
- Line management and development of members of the high value team.
- As a member of the Partnership & Funding management team act as a role model, leading by example of our values-based culture.
- Work with Head of Partnerships & Funding to develop annual high value income strategy.
- Lead on development and reporting of income and future pipeline targets.
- Proactively identify and cultivate a pipeline of funders across agreed project areas.
- Maintain clear pipeline records reporting on opportunities and risk to the Senior Team and Board

- Work with members of the Senior Leadership Team and other project owners using MRF's established process to assess impact and fundability of current and future work.
- Lead on the development and updating of persuasive cases for support for projects and strategic programmes of work.
- Lead on ensuring accurate and compelling reporting for grants received. Responsible for communicating clear funder needs to MRF project leads to ensure alignment.
- Manage the restricted income process with the Finance team to ensure accurate allocation and usage of pledged and received funds.
- Represent MRF with key external stakeholders.

Experience

All applicants must have recent and demonstrable experience in the following areas:

- Track record of raising 5 and 6 figure gifts from trusts and other grant givers
- History of securing multi-year funding
- Pipeline research, development and cultivation.
- Line management and development of team members.
- Excellent attention to detail, with strong written and proofing skills
- Experience of project management and collaborative working
- Ability to work with and develop funding budgets.

Desirable experience areas include:

- Experience of fundraising for health, research and advocacy projects
- Experience of generating funds from international donors

In addition to fundraising skills during the short-listing process and interview a strong emphasis will be placed on assessing fit to MRF's values (below) and ensuring the successful candidate shares and can promote our culture.

Location

Remote or hybrid based out of our office in central Bristol.

Annual Salary

Band £40,000 - £44,000 per annum FTE, dependent on experience. Includes 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

Contract type & hours of work

Permanent full-time position

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Option for compressed working patterns

Annual leave

25 days + statutory & public holidays. The charity's holiday year runs from 1st April to 31st March.

About Meningitis Research Foundation

Meningitis Research Foundation is an international health charity headquartered in the UK, driven by a passionate mission to prevent the devastating impact of meningitis. Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people and knowledge to save lives.

In recent years we have worked closely with major global partners including the World Health Organisation to develop, launch and now implement the first ever Roadmap to Defeat Meningitis by 2030

The Confederation of Meningitis Organisations (CoMO) is our worldwide network of people and groups who are driven by a shared purpose to defeat meningitis. By coming together to share their diverse experience and expertise, they are a formidable global force against this life-threatening condition.

In April 2025 we will launch our new 5-year organisational strategy and aligned to this we have a range of exciting and ambitious projects supporting our work in the UK, investment in cutting-edge research and our work on the global roadmap.

We are currently a medium-sized charity with 30+ staff and c£3million income each year.

Our values

We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and

practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on the ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion.

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

Application process

All candidates are requested to submit a covering letter, explaining why you think you are suitable for this role and a CV. No application will be considered without a covering letter.

Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation.

The final closing date for completed applications is 5pm BST on 29th November 2024.

Interviews will be in person in our central Bristol office. Candidates with individual access or disability support requirements are encouraged to communicate their needs, to enable support to be provided throughout the interview process.

If you have any questions, or would like to discuss the role further, please contact Ian Beningfield, Head of Partnerships & Funding ianb@meningitis.org

Please return applications via e-mail to hadmin@meningitis.org.

Meningitis Research Foundation is committed to safeguarding, and any advertised role will require references, confirmation of your identity and your right to work in the UK. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.