

## Fundraising Consultant – Trusts, Foundations and Institutional Donors Brief

<b>Reporting to:</b>	Fundraising and Business Manager and fundraising lead Board member
<b>Role Summary:</b>	To develop the case for support. To research and create a database of potential eligible trust, foundation and institutional funders and start a rolling cycle of applications to funders.
<b>Hours:</b>	Two days per week for approximately 10-12 weeks initially
<b>Base:</b>	Maternity Worldwide office in Brighton at least one of the two days per week

### Background

Maternity Worldwide (MW) is a Brighton-based international NGO dedicated to saving lives in childbirth in developing countries.

Maternity Worldwide is a growing organisation with a core team of staff and volunteers. The charity was started in 2002 and has grown both in income and in the size of programmes and number of women we are helping; we currently have 3 integrated maternal health programmes in Africa. You can read more about the organisation, our work and the issues around maternal mortality on our website [www.maternityworldwide.org](http://www.maternityworldwide.org).

As we look to expand to two further programmes in the next five years in line with our Strategic Plan we need to develop and grow a robust cycle of applications and funding from trusts, foundations and institutional donors to ensure we have a spread of funding sources and can achieve our objectives. We currently have a 3 year multi-year grant from Big Lottery Fund due to end in 2017 and a few smaller grants from trusts and foundations. We are looking for someone to set up the database of potential funders, develop the case for support and begin the rolling cycle of applications.

### Outputs

- a) To develop the charity's case for support for a variety of uses.
- b) To research and create a database of suitable funders to include trusts, foundations and institutional donors. The database is to include submission deadlines, application requirements, proposal focus (i.e which programme) and suggested application cycle in line with our 5 year Fundraising Strategy and Strategic Plan.
- c) To write funding applications with a minimum total value of £50,000. To liaise closely with members of the three programme groups to elicit their input and comments for applications and ensure these proposals are submitted according to donor deadlines.

## **Timescales**

We are looking for the consultant to begin work in September/October so can be flexible with the start date. We would need the consultant to meet with the chairs of each programme group initially to get an understanding of the programmes, plans and funding requirements.

We would like the case for support and the database of potential funders to be completed within the first 6-7 weeks of work. It is expected that the consultant would then begin a rolling cycle of applications with at least £50,000 of applications for the remainder of the consultancy period.

## **Management and communication**

The consultant will work closely with the Fundraising and Business Manager and Programme Support Officer as well as key Board members such as the fundraising lead and chairs of the programme groups. The consultant will be expected to be flexible with meeting times where possible as many Board members are not available during office hours.

## **Experience and Qualities**

We are looking for a consultant with extensive experience and demonstrable success in trusts, foundations and institutional donor fundraising. It would be beneficial if you have experience or knowledge of International Development or maternal healthcare in developing countries but this is not a necessity. You will have experience of working in a small organisation with limited resources and able to create an achievable strategy to sit within the overall Fundraising Strategy.

## **Proposal**

Interested consultants are requested to provide a fully inclusive proposal, CV, names of two referees and a covering letter outlining previous relevant experience by email to Kirsty Erridge, Fundraising and Business Manager [vacancies@maternityworldwide.org](mailto:vacancies@maternityworldwide.org)

## **Deadline**

Proposals should be received by 6pm on Friday 18<sup>th</sup> September 2015.

## **Further information**

If you require further information please email [vacancies@maternityworldwide.org](mailto:vacancies@maternityworldwide.org) call 01273 234033.