



## Microbiology Society – Job Description for:

Job Title: Fundraiser (Fixed term 12 months)

Reports to: Chief Operations Officer

Location: 14-16 Meredith St, London, EC1R 0AB

### 1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at [microbiologysociety.org](https://microbiologysociety.org)

The Society launched a fundraising initiative in May 2021, the Unlocking Potential (UP) fund. The appeal will generate funds to underwrite a new bespoke grant which will make funds available for members who may require an extra level of support to help them resolve an issue or deal with a situation that threatens to hold them back from achieving their potential.

### 1.2 About you

You will have experience of co-ordinating fundraising activities and supporting individual appeal programmes to wider audiences too. You will be a self-starter used to working independently but with the support of colleagues able to implement opportunities developed by the Fundraising Working Group. You will be comfortable working with a wide range of people from diverse backgrounds including research, academia and industry sectors. You will support the Society with activities to strengthen and grow the Unlocking Potential Fund, working with managers and key staff across all teams as well as our members who hold positions on our Council, Committees, and Divisions.

### 1.3 Duties

- Implement activities to maximise donations and improve the fundraising platform; engage members and other stakeholders with giving; and raise the profile of the Unlocking Potential Fund.
- Working closely with communication and membership team colleagues, support with fundraising communications by commissioning/writing targeted appeal mailings; producing/commissioning suitable content for our website, social media channels and member magazine. You will also create case studies of successes and communicating these widely across the Society's channels.

- Proactively contact, cultivate and invite members and other stakeholders to support the Unlocking Potential campaign and support participating members to ensure they remain connected, valued and thanked appropriately.
- Working closely with the professional development team, develop and implement the Unlocking Potential Grant, by which members will benefit from the proceeds of the Unlocking Potential Fund.
- Report progress on a regular basis to the senior management team, the Fundraising Working Group and Council.

#### **1.4 Knowledge and Skills**

##### **Essential**

- Fundraising support experience, gained in a not-for-profit environment
- Good general understanding of fundraising within the charity sector and a working knowledge of GDPR legislation.
- Highly developed interpersonal skills, with the ability to deal comfortably with key individuals at all levels and collaborate well with team members.
- The ability to co-ordinate conflicting priorities, work accurately and to tight deadlines.
- Self-motivated with excellent organisational and administrative skills with attention to detail and a high degree of accuracy.
- Excellent communication skills, both written and oral.

##### **Desirable:**

- Knowledge of professional membership organisations.
- Experience of working within an academic/scientific environment.
- Experience of budget setting and budget management.