



**malaria**  
**NO MORE**  
united kingdom

**WE EXIST TO MAKE  
MALARIA NO MORE**

# ABOUT MALARIA NO MORE UK



Malaria has been described as the oldest killer disease in history; even now, despite recent progress, it claims the life of a child every two minutes.

Malaria No More UK is part of a global movement that is determined to make this the generation that beats this killer.

To realise this vision, we need to mobilise governments, influencers, businesses and the public, inspiring them to commit funds, energy and resources to ending deaths from malaria and wiping out the disease for good.

# FUNDRAISING INTERN

**LOCATION:** VAUXHALL, LONDON SE11 (currently remote working)

**CONTRACT:** FIXED TERM 6 MONTHS

**HOURS:** PART TIME 2-3 DAYS PER WEEK

**SALARY:** £10.75 PER HOUR

**REPORTS TO:** SENIOR MANAGER, PHILANTHROPY & PARTNERSHIPS

## ROLE SUMMARY

We need your help to assist in raising the funds that allow Malaria No More UK to deliver its vital work - helping accelerate the end of the world's oldest and deadliest disease. We're looking to find new partners to work with and receive funding from as we seek to grow our organisation and the impact we can have.

If you're looking for a chance to kick-start your career in the charity sector whilst contributing to an ambitious, passionate organisation with a bold mission that gets things done, then this opportunity is for you. You will be working directly with our small Philanthropy and Partnerships team of five, undertaking a varied range of tasks including research, writing, communicating with supporters, producing materials and providing administrative support where needed.

### What you can gain from the role:

- You will gain an insight into the work of an ambitious, high impact global health advocacy organisation, and specific experience in charity fundraising and partnerships with a focus on institutional funding and corporate partnerships
- A chance to develop your research, writing and workplace skills including use of Salesforce.
- The opportunity to play a role in the global movement to help end malaria deaths.

# KEY DUTIES & RESPONSIBILITIES

These will vary according to the needs of the team but are likely to include:

- Researching potential partners, supporters and opportunities using information gathered through desk based research and telephone enquiries.
- Creating and updating fundraising materials and supporting in the production of proposals and partnership pitches.
- Helping to prepare reports for funders and partners.
- Supporting the team in building and tracking progress of a pipeline of funding approaches.
- Offering general administrative support to the Philanthropy and Partnerships team, including data entry and helping with correspondence.

## PERSON SPECIFICATION – What skills will you have?

- Strong communication and interpersonal skills; being able to articulate clearly on the phone and face to face as well as in writing.
- You will enjoy and have experience with conducting quality research using a range of different sources of information and thinking laterally about possible opportunities for Malaria No More UK.
- You must know how to use Microsoft Office programmes, in particular Word and Excel. PowerPoint would also be a particular advantage.
- You will be comfortable paying close attention to detail and will have accurate data entry skills – experience using a contact database (particularly Salesforce) would be of benefit although training will be provided.
- Some experience of working in an office environment would be helpful.

# What type of person will you be?

- Able to hit the ground running and work independently whilst meeting a brief.
- Well organised and reliable with a willingness to “muck-in”.
- Capacity to deal with sometimes unstructured and unpredictable environments.
- Enthusiastic about our mission and about your future in fundraising.
- A lived malaria experience is a plus

MNMUK recognises the value of a team in which people from diverse backgrounds are able to introduce fresh ideas and contribute to delivering our mission to make Malaria No More. Candidates from historically marginalised or underrepresented backgrounds are encouraged to apply.

This job description is a statement of requirements at the time of writing and is not contractual or exhaustive. It should not be seen as precluding future changes after appointment to this role.

It may be amended over time in consultation with the Head of Philanthropy & Partnerships

- Staff benefits include:
- 10% employer pension contributions
- 28 days' annual leave plus 8 bank holiday days (pro rata)
- Continuing personal development opportunities
- Generous family leave allowances



If this sounds like a role you are driven to take on, we would like to hear from you.

To apply, please send your CV and a covering statement detailing how you fit the role and why you want to work for us to:

[recruitment@malarianomore.org.uk](mailto:recruitment@malarianomore.org.uk)

**CLOSING DATE: 12pm (Noon) 30<sup>th</sup> October 2020**

**1ST INTERVIEW DATES: 5<sup>th</sup> – 6<sup>th</sup> November 2020**

**2ND INTERVIEW DATES: 11<sup>th</sup> – 12<sup>th</sup> November 2020**

If you would like to discuss anything about the role before applying please call the Senior Operations Manager, Miriam Norgate, on 020 3752 5862 or email as above.