



Job Title: Donor Relations Officer

Reporting to: Operations Director

Salary: £25,000 (pro rata) (depending on experience) for a 2 day (15 hours) working week. Permanent post. Part-Time/possible remote working (from within UK)

Overall Purpose of Role: To facilitate the work of ME Research UK by securing income through providing excellent donor stewardship which recognises and inspires individuals, groups, trusts, and, potentially, corporate entities, to begin or to maximise their giving. The Donor Relations Officer will grow the supporter base of the charity by identifying, researching and implementing new ways to approach potential supporters and by creating/retaining an engaged, active, and loyal supporter base.

Background: ME/CFS is a debilitating illness, which is estimated to affect up to 250,000 people in the UK alone, but significant challenges remain in its diagnosis and treatment. ME Research UK aims to change this. We commission and fund high-quality scientific (biomedical) investigation into the causes, consequences and treatment of ME/CFS. Founded in the year 2000, we have funded 66 research projects globally at a cost of over £4m and, most recently, added a PhD level research scheme to our grant making activities.

Main Responsibilities

- You will take the lead role in income generation within the charity. The role includes:
 - o Recognising the input of current donors and encouraging increased donations whilst also identifying and increasing income from other current income streams.
 - o Attracting, inspiring, and supporting fundraisers to maximise their fundraising potential, recognise their efforts, and secure an ongoing future relationship with the charity.
 - o Identifying, researching, submitting, and managing regular funding applications to trusts and grant making bodies on behalf of ME Research UK and maintain strong relationships with them by complying with their reporting/grant making requirements.
- Create engaging and successful written fundraising content across all communications channels (magazine, website, e-newsletters, and social media)

ME Research UK (Scottish Charitable Incorporated Organisation – Charity no SC036942)

The Gateway, North Methven Street, Perth, PH1 5PP

in collaboration with colleagues and ensuring that website giving information is up-to-date, relevant, and effective.

Additional Duties

- Foster a welcoming and supportive environment for all donors which reinforces the charity's professional image and reputation for friendliness and attentiveness.
- Develop fundraising assets (physical and online) to support donors.
- Provide regular fundraising updates by way of reports to the staff team and to the Board of Trustees (4 Trustees' Meetings per annum).
- Respond to requests for input from other team members for fundraising, publicity, media involvement and comment, as needs arise.
- Stay abreast of fundraising good practice and legislation.

This job description is regarded as a guide to the accountabilities of the role; additional or alternative tasks within the capability of the post-holder may from time to time be required.

The Successful Candidate will:

- possess exceptional work-based experience in a leading fundraising role specifically in generating income. The role requires the ability to learn quickly about ME Research UK's various funding streams.
- demonstrate previous success in income generation through securing individual donations, trust income, and facilitating fundraising activities.
- be skilled in writing effective and inspiring propositions and applications to trusts and foundations.
- have experience of writing effective 'calls to action' on social media, written resources and on e-newsletters.
- evidence excellent written and verbal communication skills with the ability to present information clearly, concisely and engagingly to different audiences in appropriate and innovative ways.
- be used to working as part of a small, professional team and working collaboratively as well as being self-motivated.
- work responsibly in dealing with confidential/sensitive information and in appropriate legal aspects of the role – including data protection/GDPR requirements.
- be flexible, visionary, inspiring, enthusiastic and approachable in delivering the fundraising needs of the charity.

ME Research UK (Scottish Charitable Incorporated Organisation – Charity no SC036942)

The Gateway, North Methven Street, Perth, PH1 5PP

Remuneration and Benefits

- The salary scale for this post: is £25,000 pa (pro rata) (depending on experience) for a 15 hour/2 day working week. The normal working week for ME Research UK being 37.5 hours over 5 days. **For the 2 day working week of 15 hours the salary is £10,000 pa.**
- The Donor Relations Officer may, with joint consent, be a remote working position.
- You will be offered the use of a computer/laptop owned by ME Research UK. This is to be used for ME Research UK business purposes only.
- 14 days holiday per year inclusive of such statutory/local holidays which fall on agreed normal days of work. This is a pro rata allocation of a full time entitlement of 35 working days (inclusive of statutory/local holidays). Staff must take part of their holiday entitlement on days when the Perth office is closed – Good Friday/Easter Monday and between Christmas and New Year. Dates of closures vary annually but the number of days which must be taken will be dependent on agreed normal working days and how these correlate to the closure dates.
- The charity operates an enhanced Stakeholder pension scheme based on net qualifying earnings. With this NEST scheme, if the employee makes a 3% contribution, the charity pays a contribution of 6%.

We do not discriminate on the basis of race, colour, religion, sex, sexual orientation, gender, age, or disability and we encourage applications from all backgrounds.

Application

If you would like to apply for this new and exciting role,

1. Please submit your CV along with a covering letter.

Your letter should outline your suitability for the role and, in not more than 2 sides of A4 paper, the following key points should be addressed:

- What attracted you to apply for the position of Donor Relations Officer with ME Research UK?
- How your skills and experiences would contribute to and enhance the charity's fundraising activities. You may wish to allude to examples of past success and how you would tackle our fundraising requirements.
- Overall, what strengths do you possess which make you particularly suited to the position?

ME Research UK (Scottish Charitable Incorporated Organisation – Charity no SC036942)

The Gateway, North Methven Street, Perth, PH1 5PP

Your CV must include the names, contact details, and their relationship to you of two people whom we can ask to provide a reference. We will ask them before an employment offer is made. We will not ask your current employer until we obtain your permission. It is expected that your current employer will be one of your referees but if not please let us know why.

Covering letter, CV and covering letter to reach us no later than 5 p.m. on 7th June 2024 and sent to:

Email - applications@meresearch.org.uk or posted to

Stewart Walker
Operations Director
ME Research UK
The Gateway
North Methven Street
Perth
PH1 5PP

Interviews will be held at The Gateway, North Methven Street, Perth but alternative arrangements can be made should the need arise. Reasonable and vouched for travel expenses will be reimbursed.

Additional Requirements

1. The successful candidate must have the right to work in the UK. If attending an interview you will be asked to bring with you documentation to show that you are eligible to be employed in the UK before starting employment i.e. documentation approved by the [Home Office](#) such as a UK or Irish passport.
The full list of UK visas and permits that grant you the right to work in the UK can be found on the UK government website. ME Research UK does not have a Sponsor Licence agreement with the Home Office and will not be in a position to support you with any visa applications you may make.
2. Should you have any unspent convictions or cautions then these may be raised **by you** at or prior to the interview stage but **we will ask formally for these to be disclosed before any job offer is made.**

ME Research UK (Scottish Charitable Incorporated Organisation – Charity no
SC036942)

The Gateway, North Methven Street, Perth, PH1 5PP