



## Job Description

<b>Position:</b>	Fundraising & Grants Manager
<b>Classification:</b>	Exempt
<b>Reports to:</b>	Executive Director
<b>Salary:</b>	Based on Experience

### **Job Summary**

This position will be responsible for or all aspects of fundraising and grants management of the Society's programs, working collaboratively to ensure compliance with SVIN's internal policies and procedures as well as donor regulations. This role will provide support to the Executive Director in providing reports on the progress of strategic fundraising targets and grant procurements and management. S/He will work closely with the Marketing and Promotions Manager to ensure proper alignment of industry sponsored events, education, exhibits, and other contracted items. S/He must be able to provide compliance and finance support and mentoring for finance, operations, and program staff throughout the project.

### **Key Responsibilities**

- S/he will provide overall technical and administrative leadership in the areas of financial management and grants management for the project.
- Develop and deliver a comprehensive and coherent fundraising strategy for the organization.
- Set and achieve realistic time-limited fundraising targets, agreed in consultation with key staff, committee, and the Executive Director.
- Create a sustainable and diverse fundraising portfolio, with funding streams including individuals, major gifts, corporates, community, events, trusts/foundations, and other grant-makers, with appropriate priorities.
- S/he will ensure that all financial and grants management and reporting are compliant with SVIN grants management and financial management regulations.
- Develop annual fiscal year budgets with the Executive Director as well as

- developing and implementing grant budgeting and forecasting systems.
- Support the development of large-scale multi-country funding proposals to international funders.
- Keep the grant files updated with budgets, grant contracts and agreements.
- Adhere to approved budgets.
- Work with industry to secure sponsorship and grants and identify package levels for SVIN initiatives and programs.
- Work closely with SVIN Committees and to ensure that industry packages meet the needs of SVIN Committees and programs.
- Work with the Program committee to establish an appropriate pricing structure for exhibits and meetings and events.
- Work with the Membership committee to ensure appropriate membership tiers and pricing.
- Develop a diverse fiscal portfolio to ensure the sustainability of SVIN to encompass investments, grants, sponsorship, and other fiscal options.
- Work with the fundraising and grants committee to develop strategies, coordinate fundraising efforts, and serve as the main contact for our industry supporters and vendors.
- Maintain clear, accurate, user-friendly records, calendars, and history.
- Carry out prospect research and develop a comprehensive fundraising database that captures all relevant information, as well as handling all administrative aspects of fundraising such as Gift Aid.
- Other general support as needed.
- Work with the Marketing and Promotions Manager to:
  - Develop standardized fundraising and publicity materials for awareness and fundraising.
  - Develop webpages and related social media.
  - Create quarterly updates to share with supporters, partners, and funders.
  - Continually seek new and appropriate contacts and partnerships with relevant individuals or organizations.
  - Support advocacy work with key in-country partners, government ministries, funders, and international agencies.
  - Develop media contacts and publicize the work of the Society at the national and international level.
  - Uphold and promote the ethos and philosophy of the charity.

### **Desired Qualifications**

- Requires a bachelor's degree in area of specialty and/or 3 years of experience in the field or in a related area.
- Excellent planning, time management and organizational abilities
- Highly motivated and able to work independently to agreed goals and targets and take ownership of the overall fundraising program of the organization.
- Excellent negotiation and customer service skills.
- Sensitivity to differences in culture and nationality with the ability to work closely with colleagues from across the world with a range of professional backgrounds, including clinical staff.
- Adaptable and flexible to changing circumstances and needs of the role, including flexibility in working hours to ensure coordination with key clinical colleagues in different locations and time zones.

- Demonstrated experience in grants management or program development.
- Strong skills in financial analysis and reporting
- Strong data collection, problem-solving and analytic skills
- Ability to meet juggle competing priorities, meet demanding deadlines and work under pressure.
- Commitment to confidentiality and respect for patient anonymity where appropriate.
- Must be detail-oriented, organized, thorough, and able to handle numerous assignments simultaneously.
- Must be able to follow direction as well as work independently.
- Good collegial interpersonal skills and an ability to communicate effectively in person, writing, and by phone.
- Skill in establishing and maintaining effective professional working relationships.
- Team oriented; able to effectively respond to routine situations.
- Ability to provide ideas and recommendations to resolve routine issues.
- High level of integrity and commitment to professional responsibilities
- Outstanding communication skills, both written and verbal, as well as the ability to multi-task and pay close attention to detail are necessary.
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook).
- Ability to set and achieve deadlines.

## **About Us**

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

**GMP's Mission:** To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

**GMP's Vision:** To make a positive impact globally by sharing our expertise, skills, and resources with our partners.

**GMP's Core Values:** Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

**GMP's Position Statement on Diversity:** Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation,

socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at [www.gmpartners.org](http://www.gmpartners.org) for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter with salary requirements to GMP's Human Resources at [hr@gmpartners.org](mailto:hr@gmpartners.org). No phone calls please.