

## Head of Fundraising and Communications

**Reporting to:** CEO

**Location:** Wimbledon London SW19 with some UK travel

**Hours:** 35 hours per week



### The charity

The Royal Medical Benevolent Fund is the leading UK charity for doctors, medical students and their families. We provide financial support, money advice and information when it is most needed due to age, ill health, disability or bereavement

### The role

The Head of Fundraising and Communications is responsible for delivering the RMBF's fundraising and communications programme and achieving agreed income generation targets.

### Main Duties and Responsibilities

- Develop the RMBF's Fundraising and Communications Strategy
- Manage, support and develop the Senior Communications Officer and Community and Events Fundraising Officer
- Grow and diversify the RMBF's income streams to including individual giving, legacies, corporate supporters and events.
- Meet agreed income generation targets
- Raise the profile of the RMBF
- Produce a range of publications to promote the charity's work
- Manage and develop the RMBF's websites and online services
- Manage and develop the RMBF's social network channels
- Manage the Fundraising and Communications budget
- Work constructively with the staff, volunteers and trustees of the charity
- Represent the RMBF externally and be an excellent ambassador for the charity
- Carry out any other reasonable duties as specified by the CEO

### Who we're looking for

The successful candidate will be educated to a degree level or equivalent. They will have extensive fundraising and communications experience and a proven track record in significant income generation. The candidate will also be able to write clearly and persuasively and have good attention to detail. We are looking for a well-organized and confident self-starter with excellent inter-personal and people management skills. They must be able to work alone and as part of a team.

Knowledge of the medical world and benevolent funds would be an advantage.

All staff are required to work within RMBF's agreed policies and procedures. This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.