

Fundraising and Communications Officer

Salary: £26,618 - £28,065 Inclusive pro rata per annum.
Annual leave: 28 days pro rata per annum plus bank holidays
Working hours: 22.5 hours per week
Responsible to: Fundraising and Communications Manager

We are seeking an enthusiastic and energetic person to support the Fundraising and Communications Manager and help develop fundraising, communications and marketing for the Mildmay Mission Hospital Charity. This is a great opportunity to take ownership of a new role and help to shape a new era for Mildmay.

The primary aims of this role are to:

- Support the Fundraising and Communications Manager.
- Maximise charitable income for the charity.
- Ensure that all the charity's core messages are communicated across the full range of relevant media and are timely, persuasive and engaging.
- Help to develop and expand the work and impact of Fundraising and Communications.
- Maintain the fundraising database and associated admin, including managing donations.

For an informal discussion, please contact Miklos Kiss, Fundraising & Communications Manager, on 020 7613 6321 and for an application form and Job Description, email: personnel@mildmay.org.

Closing date: 31st March 2023.

Mildmay Hospital was founded in the 1860s as a Christian charitable hospital, serving the poorest communities in the East End of London. For over thirty years, we have been at the forefront of HIV care for patients across the UK. In addition, we provide medical care for people who are homeless in the capital. Internationally, Mildmay has worked in several countries worldwide, originally in the

late 1800s as Medical Missionaries and more recently to support the education of clinical professionals and the development of healthcare systems. This work is currently primarily focused on Africa. We are supported by donations from individuals, charitable trusts, foundations, and businesses to help develop our facilities and services.