

Call for Request of Services Fundraising Coordinator consultant

The European AIDS Clinical Society (EACS) is a not-for-profit organisation whose mission is to promote excellence in standards of care, research and education in HIV infection and related co-infections, and to actively engage in the formulation of public health policy, with the aim of reducing HIV disease burden across Europe. EACS has been established in its field over the years and has gained a position of respect and reference.

Impact and Achievements:

- **Improved Healthcare Standards:** EACS has been at the forefront of promoting excellence in standards of care for HIV infection and related co-infections across Europe. Through its educational programs, research initiatives, and dissemination of best practices, EACS has contributed to improved healthcare outcomes for people living with HIV.
- **Enhanced Research Collaboration:** EACS actively fosters collaboration among researchers, clinicians, and experts in the field of HIV/AIDS. This collaborative approach has led to significant advancements in HIV research, treatment options, and management strategies.
- **Knowledge Dissemination:** EACS has established itself as a key player in disseminating knowledge and cutting-edge research findings related to HIV/AIDS. The society's biennial conference serves as a premier platform for sharing the latest scientific discoveries and evidence-based practices.
- **Advocacy and Policy Influence:** EACS' advocacy efforts have influenced policy decisions at regional, national, and international levels, leading to more comprehensive and effective HIV-related policies.
- **Capacity Building:** EACS has been instrumental in capacity building among healthcare professionals, researchers, and policymakers. By organising training workshops, webinars, and educational sessions, EACS has empowered professionals to deliver better care and support services for people by HIV.

The EACS activities have been supported so far through its biennial conference and by a range of funders including, but not limited to, pharmaceutical companies through educational grants. To support our ambitious strategy to increase the reach and impact of the EACS activities, we are seeking an energetic and enthusiastic Fundraising Coordinator consultant, to maximise the return on our existing relationships with funders and to develop new income sources.

The Fundraising Coordinator will have a critical role in EACS' strategic development and fundraising efforts to secure the resources needed to advance the Society's work. The Fundraising Coordinator will perform day-to-day activities to build and maintain sustainable revenue in partnership with pharmaceutical companies, charitable foundations, and other stakeholders. The Fundraising Coordinator will report to the Executive Secretary and work closely with the EACS staff and the Bureau.

The EACS' offices are based in Brussels, Belgium. However, the Fundraising Coordinator can work remotely on a free-lance consultancy basis. The work will involve researching, completion and submission of funding applications as well as grant writing alongside relationship building and development. Some travel to key HIV/AIDS and other scientific conferences will be necessary to build and maintain relations with funders.

Key responsibilities

The Fundraising Coordinator position involves three (3) main areas of responsibility.

1. Fundraising

- Develop project-specific proposals for funding, reports, budgets, and other grant materials that articulate EACS' accomplishments and aspirations
- Develop fundraising opportunities within Corporate/Trust, Statutory/Community and individual donor environments
- Develop policies and procedures that reflect ethical fundraising practices
- Manage all deadlines, workflows, and project plans for fundraising activities including:
 - (i) Internal timelines for collection of information
 - (ii) Timely completion schedules
 - (iii) Projection of successful achievement of funding requests
- Work with staff to track grant deliverables
- Participate in the planning and coordination of creative, strategic, and meaningful appeals, campaigns, and activities to engage new and existing donors both online and in-person

2. Build and maintain positive relationships to obtain funding

- Understand all aspects of the Society's mission
- Work with the Project & Communications Coordinator to use impactful storytelling and communications methods to raise awareness of the work of EACS to external partners
- Steward and leverage relationships with existing funders
- Actively seek to forge new potential funding relationships
- Support the Bureau and Executive Secretary in relationship development with pharmaceutical companies, foundations, and other stakeholders, including: researching prospects; developing presentations and information packages; scheduling and participating in meetings.

3. Coordinate strategy and reporting

- Foster an understanding of philanthropy within the Society
- Collaborate with the Bureau and Executive Secretary to create a fundraising development plan which increases revenues to support the strategic priorities of the Society
- Monitor and report the progress of the fund development plan
- Research, evaluate, and recommend new fundraising opportunities in alignment with the Society's values, strategic priorities, and educational programme
- Maintain accurate and up-to-date fundraising data including details of donors and key individuals in donor organisations, donor contact and preference information
- Preparing fundraising reports and materials for the Governing Board including risk-analysis to focus efforts on most appropriate potential funders with the highest chance of success
- Raise any issues, challenges, or opportunities for improvements, track results of fundraising efforts through financial reports
- Participate in staff team meetings.
- Identify project achievements and challenges by reviewing project reports, submitting agenda items, and preparing background information
- Agree to take on assignments or tasks
- Follow-up on action items by completing tasks and documenting results

Required knowledge and skills

The Fundraising Coordinator must have knowledge of and experience with:

- Fundraising management
- Not-for-profit grant writing and managing public and private grant calls and contracts
- Fundraising from corporate organisations, charitable trusts, and individuals
- Organisation and successful completion of community fund-raising activities
- Communication: excellent written English skills, Research and report writing
- Problem solving: troubleshooting, problem/issue identification, analysis
- Working to targets and deadlines
- Working in group

The Fundraising Coordinator must be:

- Passionate about the work of the Society and excited to help it finding and securing new and sustainable funding streams
- Resourceful, innovative, optimistic, and flexible to embrace new opportunities and the evolving needs of a growing organization.
- Highly organised and adept at managing projects from concept through implementation.
- A positive team player who thrives in a cooperative, collaborative environment
- Achievement-oriented
- A strong multi-tasker, work well under pressure to meet deadlines, and able to self-manage time and workflow to maximise efficiency
- An individual with an eye for aesthetics and meticulous attention to detail in reviewing and creating materials
- Comfortable with ambiguity and able to provide logical next steps towards action items

Offer

- Immediate incorporation
- Remote work and travel opportunity
- Free-lance consultancy contract
- Remuneration in accordance with experience and portfolio

Proposal for services requirements

The proposal should include the following:

- An expression of interest detailing relevant areas of expertise and portfolio
- A curriculum vitae
- Three professional references and their contact information
- Individual consultants or consultancy firms must provide evidence that they are registered in their country and that they have no conflict to interest.

Selection process

The proposals will be reviewed by the EACS Bureau. The shortlisted candidates will be interviewed by the EACS Bureau in September.

Some of the evaluation criteria will be based on relevant experience in the HIV/AIDS field, fundraising track record, communication skills, understanding EACS' mission, relationship building abilities, and the quality of the proposal.

Proposals should be addressed in English to Esteban Martínez, EACS President at applications@eacsociety.org by **Thursday, 24 August 2023**.