

<b>Department:</b>	Growth
<b>Reporting to:</b>	Grants Lead
<b>Contract type:</b>	Permanent

### **Working at Mary's Meals International:**

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

### **Role purpose:**

The Philanthropy Officer will enhance the long-term financial sustainability and growth of Mary's Meals, supporting the Growth Initiatives team in the delivery of their major donor, youth, and faith strategies. The Philanthropy Officer will support funding relationship managers by researching and writing documents for philanthropic opportunities, partnerships, foundations and institutional donors, to meet the needs of our existing donor base and capitalise on opportunities that arise. The Philanthropy Officer will coordinate major donor grants, working closely with MMIs, finance and programme development teams and National and Programme Affiliates.

### **Key responsibilities & activities:**

#### **Supporting Growth Initiatives: strategic partnerships, grants and foundations**

- Support funding relationship managers within MMI Growth Initiatives team and across the Mary's Meals network in developing new relationships and building support from corporates and influential networks with a presence in our programme delivery countries and beyond.
- Support the research, coordination, and development of major donor grants.
- Support the communication of the impact of our work through compelling written stories.
- Support the development of the Mary's Meals suite of products and materials that communicate our strategy and attract funding towards our plans and promote their use across the network.
- Support Affiliates to establish a portfolio of long-term partnerships that provide sustainable income.
- Build good relationships across the network and support affiliates in their management of key partners, grantors, and foundations.
- Support affiliates and relationship managers to research potential funders and maintain records of strategic partnerships, grants and foundations.
- Support relationship managers in their cultivation of potential funders.

#### **Global funding support**

- Contribute to the development and coordination of organisational systems and processes for the completion of funding proposals and reports.

- Support the Growth Initiatives team by writing high-quality proposals and reports to a range of major donors, including key individuals, foundations, trusts and institutional funding bodies ensuring excellence in writing and seeking to capitalise on the resources available within Mary's Meals to inspire both potential and existing major donors.
- Work with the Growth Initiatives team to develop effective organisational systems and processes to identify potential funding opportunities.
- Conduct effective due diligence checks and ensure procedures are in place for all partners.
- Identify and research prospective opportunities for funding, by researching, prospecting, and sending initial letters of inquiry to trusts and foundations
- Identify and assess funding opportunities in countries where there are no National Affiliates in place.
- Review and edit all reports before submitting to ensure 100% accuracy in financials and grammar.

### Management of self

- Continue to identify opportunities for own development including keeping international aid knowledge up to date and relevant to support the MM network

### Additional information:

#### All MMI employees are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work

#### Essential skills & experience required for this role:

- Experience of designing and developing funding proposals and writing funding reports
- Experience of collating and assessing information for written reports and summaries
- Strong writing skills, with the ability to adapt style to relevant audiences
- Good computer literacy, with proficiency in Word and Excel
- Able to adapt and respond to changing demands in a fast-paced environment
- Strong organization skills and confidence to coordinate contributions to funding proposals from a range of internal sources, working on several projects simultaneously to demanding deadlines
- Able to organise own work and prioritise tasks

#### Desirable skills & experience required for this role:

- Experience of working in the charitable sector
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings
- Ability to translate or write in another language with English as a first language

#### Qualifications:

- If qualified to degree level, at least 1 year of relevant post-graduation work experience is desired or equivalent work experience with a strong grounding in written skills.



## Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I build and demonstrate resilience</li> <li>• I lead by example</li> <li>• I am authentic and true to Mary's Meals values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be even better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision-making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I know our stakeholders and see our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I am a catalyst for change</li> <li>• I maintain my technical competence</li> <li>• I contribute to the success of my team</li> <li>• I am accountable</li> <li>• I embrace change</li> </ul>

## Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.