

<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:**

As Philanthropy Initiatives Manager you will be responsible for the development and execution of a strategy for charitable giving that seeks new global fundraising opportunities across the National Affiliates by researching, prospecting, and opening initial engagement with different charitable audiences. Ensuring appropriate relationships are developed and maintained at all stages.

**Key responsibilities & activities:**

- In collaboration across the growth team develop and execute a charitable strategy that seeks new major donor fundraising opportunities across the National Affiliates.
- Writing high quality proposals to Major Donors. Ensuring excellence in proposal writing, seeking to capitalise on the resources available within Mary's Meals to inspire both potential and existing major donors.
- Actively identify, prioritise and pursue opportunities to build new strategic relationships and generate new support and audiences for Mary's Meals globally including corporate partners.
- Create operational plans for the charitable initiative that clearly lay out the timing of activities across the calendar year. The plans will include a summary of budget requests as well as anticipated needs from internal partners such as MMI Communications.
- In alignment with the MMI Strategic Plan, and in collaboration with other MMI departments, create measurable objectives for the charitable initiative to help the organisation accomplish the aim to feed more children.
- Actively build new relationships with corporates, grand funders and influential networks with presence in our programme delivery countries and beyond.

- Liaising across MMI departments to ensure new supporter proposals are created in line with organisational priorities and growth.
- Prospecting and holding initial communications with corporations, with the intent of transitioning the relationships to the appropriate stakeholders if appropriate.
- Working with National Affiliates to create, develop or grow their legacy strategy.
- Working across the team to ensure the stewardship of major donors is being managed as agreed.
- Understanding and inputting to the overall budget for the Affiliate Growth Initiatives section.
- Working with the Engagement Manager – Youth and Faith-Based on cross team opportunities as they arise.
- Develop effective organisational systems and processes to identify potential funding opportunities.
- Identify and assess funding opportunities in countries where there are no National Affiliates in place and oversee the transition of compelling funding opportunities to the appropriate National Affiliates.
- Work closely with National Affiliates to provide them with the necessary skills and confidence to discuss matters related to funding with major donors and strategic partners.

#### **Additional information:**

- As part of your role, you may be required to travel to countries where Mary's Meals operates.

#### **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 global and 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:**

- Proven experience in philanthropic fundraising including experience of developing new corporate partnerships.
- Strong written skills
- Excellent communication skills
- Experience in the preparation of funding proposals.
- Experience of leading and developing others.
- Ability to see stakeholders and priorities clearly.
- Proven track record of capacity building and leading diverse teams.
- Enthusiastic, self-motivated and driven to deliver results.
- Enjoys working to deadlines and solutions-oriented.
- Demonstratable analytical and conceptual skills.
- Ability to express ideas in easily understood documents, highlighting key points and messages.
- Cultural sensitivity with an ability to work well with a wide range of people.
- A proven track record of delivering on promises.

**Desirable skills and experience required for this role:**

- Experience in international fundraising.
- Developing global strategies.

**Qualifications:**

- Degree, or relevant equivalent level of experience.

## Mary's Meals 7S Leadership Competencies:

As a leader within 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 develop strategy and translate it into action</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I create a positive work environment</li> <li>• I increase the capabilities of my team</li> <li>• I help people manage their careers</li> <li>• I find and develop next-generation talent</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I ensure my team is technically competent and always developing</li> <li>• I build high performing teams</li> <li>• I ensure accountability</li> <li>• I am a catalyst for 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 quarterly MAP process.