

Department: Growth
Contract type: 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 Grants Officer will enhance the long-term financial sustainability and growth of Mary's Meals, supporting 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 Grants Officer will coordinate major donor grants, working closely with MMI's Director of Programme Development and National and Programme Affiliates.

Key responsibilities & activities:

Supporting relationships: strategic partnerships, grants and foundations

- Supporting relationship managers within MMI Growth team and across the Mary's Meals network.
- 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.
- Coordinate, develop and support the preparation of compelling funding proposals and donor reports to a range of major donors, including key individuals, foundations, trusts and institutional funding bodies.
- Create a schedule for reporting and report progress to Director of Growth Operations monthly to ensure deadlines are met for donor proposals, applications and reporting.
- Conduct effective due diligence checks and ensure procedures are in place for all partners.
- Identify and research prospective opportunities for programme funding.
- 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 knowledge up to date and relevant to support staff and develop capability

Additional information:

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

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 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 fast-paced environment
- Strong organisational skills and confidence to coordinate contributions to funding proposals from a range of internal sources, working on several projects simultaneously to demanding deadlines
- Exceptional written communication skills.
- 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

Qualifications:

- At least 1-year of relevant post-graduation work experience.

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.

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

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.