

Department: Growth

Reporting to: Partnerships Manager

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:

As Partnerships Officer, you will be responsible for the development and execution of a strategy for charitable giving for all of our major donors. Reporting to the Partnerships Manager, you will provide support through the grant cycle specifically focused on the grant reporting and proposals to existing donors. You will also provide support on reporting and stewardship materials for corporate partnerships and high net worth donors, to meet the needs of our existing donor base and capitalise on opportunities that arise. Working in close coordination with the advancement team, your work will enhance long-term financial sustainability and growth of Mary's Meals, supporting the partnerships team in the delivery of their philanthropic initiatives.

Key responsibilities & activities:

Supporting Philanthropic Giving:

- Responsible for writing high-quality proposals and reports to a range of major donors, including corporate bodies, HNW individuals, trusts and foundations, ensuring excellence in writing and seeking to capitalise on the resources available within Mary's Meals to inspire existing major donors.
- Support the Partnerships Manager to research, coordinate, and develop strategic philanthropic giving opportunities.
- Provide ongoing support to funding relationship managers within MMI Partnerships team with a focus on major donors and across the Mary's Meals network in developing relationships and influential networks with a presence in our programme delivery countries and beyond.
- Assist the Partnerships Manager with the development of global fundraising materials that support National Affiliate growth,
- Develop compelling written stories, resources and materials to support the communication and impact of our work
- Deliver against the Partnerships Directorate VTO
- Support the development of 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 National 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.

- Working with Advancement colleagues and liaise across MMI departments to ensure reports and proposals are created in line with organisational priorities, Growth objectives and operational feasibility

Global funding Support

- Work with the Partnerships team to support and coordinate effective organisational systems and processes for the completion of funding pitches, proposals and reports.
- Conduct effective due diligence checks on existing donors and ensure procedures are in place for all partners.
- Review and edit all reports before submitting to ensure 100% accuracy in financials and grammar.
- Maintain global pipeline of existing donors, with the opportunity to uplift and cultivate these relationships
- Ensure process development to align pitches and proposals are developed in line with organisational strategy
- Support National Affiliates to maintain accurate donor records through the effective use of our CRM
- Provide coordination and support to all philanthropic resources to ensure strong stewardship

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
- Stay informed about the latest international fundraising trends to ensure our strategies remain innovative and competitive in the global philanthropic landscape.

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
- 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.
- 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.

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 MAP process.