

Department:	Growth
Reporting to:	Advancement Lead
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 Advancement Officer, 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 philanthropic audiences. Reporting to the Advancement Lead, you will be responsible for supporting the proposal and relationship development processes. Working in close coordination with the partnerships team, your work will enhance long-term financial sustainability and growth of Mary's Meals, supporting the advancement team in the delivery of their philanthropic initiatives.

Key responsibilities & activities:**Advancement**

- Responsible for writing high quality proposals to new donors. Ensuring excellence in proposal writing, seeking to capitalise on the resources available within Mary's Meals to inspire potential major donors.
- Support the Advancement Lead to actively identify, research, prioritise and pursue opportunities to build new strategic relationships and generate new support and audiences for Mary's Meals globally including corporate partners.
- Work with the Advancement Lead to ensure colleagues in Brand & Marketing are briefed on the assets required to support advancement opportunities.
- Deliver and coordinate any support needs relating to global events, ensuring affiliate advancement counterparts have the necessary advice, tools and understanding to maximize funding opportunities at these events
- Support the development of operational plans that clearly lay out the timing of advancement 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.
- Deliver against the Partnerships Directorate VTO
- Working with Partnerships colleagues and liaise across MMI departments to ensure new supporter proposals are created in line with organisational priorities, Growth objectives and operational feasibility

- Develop and help manage effective organisational systems and processes to identify potential funding opportunities.

Global Funding Support

- In collaboration with Partnerships team colleagues, you will develop and execute a charitable strategy that seeks new major donor fundraising opportunities across the National Affiliate countries where Mary's Meals has no formal presence, identify and assess funding opportunities
- Work closely with National Affiliates to provide them with the necessary tools to discuss matters related to advancement with new major donors and strategic partners, including corporate partners
- Support pipeline development and support on due diligence activities related to potential new partners
- Align process development to ensure pitches and proposals are developed in line with organisational strategy.

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.

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
- Strong written skills
- Excellent communication skills
- Able to adapt and respond to changing demands in a fast-paced environment.
- Strong organisation 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.
- 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.
- Strong commitment to Mary's Meals vision, mission and values

Desirable skills & experience required for this role:

- Experience in international fundraising.
- Experience of developing global strategies.
- Experience of international development, knowledge of the place of school feeding, and working in international environments and teams

Qualifications:

- Degree, or relevant equivalent level of experience.

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.