

Department: Fundraising, MM Canada

Responsible to: Jill Mowser

Location: Canada

Contract length: Initial term 1 year

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job Purpose

Responsible for generating further funding support and building a formidable volunteer network. Contributing to raising awareness of our work, vision and values, and – with support from the Canadian Fundraising Coordinator, will help implement a Canadian fundraising strategy. The Community Outreach Coordinator will be responsible for converting the significant potential for growth in the Greater Toronto Area into tangible and visible results, with a particular emphasis on local churches and church networks.

Key activities

Volunteer support

- Recruit, train, inform, inspire, enthuse and support volunteers in local areas
- Establish strong and effective relationships with key volunteers as they maintain and increase the level of supporter and volunteer engagement.
- Work with the Canadian Fundraising Coordinator to design and recruit for a volunteer organization that meets the current legal and finance needs.
- Support and facilitate the development of volunteer networks and fundraising groups across local areas.

Fundraising support

- Implement MMC's fundraising strategy at a local level and adapt it, when necessary, to suit a local perspective.
- To develop thriving and ever-growing networks of Mary's Meals supporters in churches.
- To build relationships within schools, colleges and universities, and facilitate the fundraising and awareness raising of educational establishments
- To identify and research grant-giving bodies, organisations and individuals that have the potential to become major donors and support the Canadian Fundraising Coordinator in making contact and building relationships.
- To enhance, expand and tirelessly promote key fundraising campaigns like Sponsor a School, Rags to Riches and Big Family Christmas
- To input on the wider fundraising strategy for Mary's Meals Canada.

Raising awareness

- Give presentations, assist volunteers with their events/organize mail-outs, develop media contacts and identify and cultivate new opportunities for raising awareness.
- To plan, organize and host Mary's Meals events.
- Work with and support the Canadian Fundraising Coordinator to:
 - highlight supporter and volunteer activity to the communications team to ensure it is recognized and celebrated through our communications channels
 - support fundraisers to secure press and PR opportunities within their local area

Information sharing and reporting

- Prepare reports and analysis and regularly report up-to-date information to Canadian Fundraising Coordinator for the board of Mary's Meals Canada and Mary's Meals International.
- Use a central repository for the sharing of relevant information and resources across the global network
- Use the global CRM and Supporter Data Protection procedures as a mechanism to record and safeguard all contact with supporters and as a collaboration tool across the global network.

Other

- You may be required to travel to other locations in Canada and internationally, occasionally.
- Respond positively to supporter enquiries, requests and complaints.

Key relationships

Reports to:
*Canadian Fundraising
Coordinator*

Internal relationships:
*MMI teams:
Communications Team
Finance Team
People Team
IT & Operations Team
Canada Board*

External relationships:
*Volunteers, donors and
other national affiliates*



Direct reports:
None

Qualifications, skills and experience	Essential	Desirable
Degree level education in a relevant discipline or equivalent professional experience	✓	
A vocational attitude that shows competence, commitment and contribution to the global movement	✓	
Well developed inter-personal skills, with solid track record in persuading and influencing others	✓	
Proven experience of developing and implementing fundraising activities	✓	
Capable of tailoring key messages to different audiences, and comfortable in many different settings, from churches and schools to conference halls and boardrooms	✓	
Ability to work on own initiative, prioritise work to deadlines and pay attention to detail.	✓	
Excellent communication skills and the ability to effectively communicate information to a range of audiences and stakeholders	✓	
Possess an analytical mind, with proficiency and experience in data analysis	✓	
Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines	✓	
Demonstrate evidence of devising, leading and delivering on key projects.	✓	
Good IT skills required, with knowledge of Raiser's Edge or equivalent CRM systems		✓
Experience of working in a charity or not for profit organization		✓
An established network, particularly within a church setting		✓

Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm 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 organizational 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 – (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 maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to the job description

As the organization evolves job descriptions may need to be reviewed and may need to be changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of the preparation for the annual PDR.

Declaration of Acceptance

I have read this job description and accept it.

Employee Name.....

Signed

Date.....