

Department:	Strategic Partnerships & Policy
Responsible to:	Funding & Partnerships Manager
Location:	Glasgow
Contract length:	Permanent

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

The Funding and Partnerships Officer will enhance the long-term financial sustainability and growth of Mary's Meals by supporting funding relationship managers to produce 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 Funding and Partnerships Officer will coordinate major donor grants, working closely with both National and Programme Affiliates. They will support the Strategic Partnerships and Policy team communicate the impact of our global programmes.

Key activities

Supporting relationships: strategic partnerships, grants and foundations

- Supporting funding relationship managers across the Mary's Meals network
- Support the coordination of major donor grants
- Support the communication of the impact of our work
- 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
- Develop high quality proposals, reports and applications in line with donor and organisational requirements
- 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
- 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 researching prospective opportunities for programme funding

Management of self

- Continue to identify opportunities for own development including keeping knowledge up to date and relevant to support staff and develop capability

Other

- Any other ad hoc duties as required.

Key relationships



Qualifications, skills and experience	Essential	Desirable
At least 1 year post-graduating work experience.	✓	
Experience of designing and developing funding proposals and writing funding reports.	✓	
Experience of collating and assessing information for written reports and summaries.	✓	
Experience of working in the charitable sector.		✓
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 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.	✓	
Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.		✓

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 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 – (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 organisation evolves, job descriptions may need to be reviewed and if appropriate, 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 preparations for the annual Personal Development Review.