



# Misean Cara is seeking a Fundraising and Grants Officer

## **MISEAN CARA**

Misean Cara is an Irish faith-based organisation supporting the overseas development work of missionaries. Collectively, Misean Cara's 77 members work in over 50 countries and are part of a much bigger global missionary network with an extensive reach in Africa, Asia and Latin America.

## **POSITION SUMMARY**

The Fundraising & Grants Officer will be responsible for researching, developing, writing and managing grant applications to foundations and grant making bodies who align with Misean Cara values. Working with the Donor Engagement Manager and Misean Cara project officers and members, the Officer will be responsible for developing thematic and multi-member proposals for larger scale impact. The F&G Officer will be responsible for managing relationships with key stakeholders, both internally and externally with a strong emphasis on Misean Cara members. You will work within the Donor Engagement Team to achieve ambitious fundraising targets. You will also support the Marketing and Communications Officer to develop compelling stories targeted at a range of audiences.

**Reports to:** Donor Engagement Manager (DEM)

## **KEY RESPONSIBILITIES**

### **Project Proposal and Report Reviewing**

- Write high-quality grant proposals, applications, and supporting documents.
- Responsible for research, identification, cultivation, and solicitation of new funding opportunities.
- Build, manage and maintain strong strategic relationships with a network of potential and existing donors, with guidance from the DEM.
- Work with the Project Funding Team to compile data and financial information for proposals and reports to donors.
- Manage the proposal submission process to ensure timely submission of all required materials.
- Coordinate and follow-up on the progress of submitted proposals.
- Maintain a schedule of donor proposal and reporting deadlines and ensure deadlines are met.
- Comply with all grant reporting as required by donors.
- Work with members to compile stories of change for applications, marketing and press releases.
- Support the Donor Engagement team to help raise Misean Cara's profile and attract financial support.
- Support and liaison with the Admin Team for events as required.
- Any other duties assigned by the DEM or CEO.

### **Donor prospecting, quality grant writing and relationship management**

- Research, identification, cultivation, and solicitation of new funding opportunities.
- Write high-quality grant proposals, applications, and supporting documents.
- Co-ordinate the development of thematic proposals for high-value donor support.
- Working with the DEM, build, manage and maintain strong strategic relationships with a network of potential and existing donors.
- Maintain and update tracker tool of potential donors, funding deadlines and other relevant information.

- Manage the proposal submission process to ensure timely submission of all required materials.
- Coordinate and follow-up on the progress of submitted proposals.
- Comply with all grant reporting as required by donors.
- Prepare and deliver presentations to potential donors.

### **Stakeholder relationship development and management**

- Manage and coordinate member working groups for thematic funding proposals.
- Manage member relationships for project funding proposals, membership contribution, report writing etc.
- Internally, contribute to the strengthening of the relationship of Donor Engagement and other teams (Project Funding, Learning and Development, Finance and Admin). In particular, work with project officers on strategic fundraising initiatives.
- Represent Misesan Cara at donor meetings and forums.
- Identify and participate in relevant working groups, networks and events to raise Misesan Cara's profile and seek out new opportunities.

### **Organisational Development**

- Raise Misesan Cara's profile and attract financial support.
- Support and liaison with the Admin Team for events as required.
- Represent the DEM as required (e.g. management meetings, donor meetings)
- Any other duties assigned by the DEM or CEO.

### **The skills and attributes that would be desirable are:**

- Minimum of 3 years experience in a relevant position.
- Degree-level qualification in a related field
- Knowledge and experience of faith-based organisations are desirable.
- Knowledge of trusts, foundations and grant-making bodies in Europe and USA desirable
- Excellent verbal and written communication skills
- Excellent computer skills
- Excellent relationship management and interpersonal skills
- A high degree of self-sufficiency and initiative, and the ability to innovate
- The ability to work well in a team
- Demonstrable experience of leading or supporting successful grant applications.
- Ability to work with organisations at different stages of development.

### **TERMS AND BENEFITS**

- Contract type: Permanent
- Salary range € 37,579 – 50,843
- Six-month probationary period
- Benefits: Employee Assistance Programme, 24 days annual leave, mental health day, supportive team environment
- An induction programme will be prepared for the successful incumbent in the first weeks
- All positions in Misesan Cara are subject to full reference checks and medical
- Remote working options available

**To apply:** please send both a cover letter (max one page) outlining how your motivation, experience and skills fit the role, **and** an up-to-date CV, in confidence, to [jobs@miseancara.ie](mailto:jobs@miseancara.ie) Please insert “Fundraising and Grants Officer” in the subject line.

Applicants must be legally entitled to work in Ireland at the time of application.

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. Applicants are encouraged to apply early. Screening interviews may take place prior to shortlisting for the interview.

**Closing date:** Friday 29 September 2023

**Interview date:** W/C 9 October 2023

**Interviews:** Misean Cara’s Offices, Dame St., Dublin