

Department:	Affiliate Development
Responsible to:	Director of Affiliate Development, Mary's Meals International
Location:	Dublin, Ireland
Contract length:	Fixed term two years

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 Executive Director will support the development of Mary's Meals Ireland including the strategic and organisational development and implementation of a fundraising strategy.

The Executive Director is responsible for supporting strategy, communication, finance, fundraising and strengthening the Board.

Key activities

Strategy

- Lead design and execution of the Mary's Meals Ireland strategy to ensure the organisation can achieve its mission and objectives and involve the board, staff, volunteers and advisors in ongoing strategic planning
- Develop and maintain strategic partnerships within the Mary's Meals global movement to enable growth and sustainability
- To lead on the collaboration between Mary's Meals Ireland and the global family in accordance with the covenant of participation

Fundraising

- To lead in the development and implementation of a fundraising strategy for Ireland
- To take ultimate responsibility for raising annual revenue
- To oversee the development and expansion of various fundraising activities, including grassroots, local fundraising groups, schools, churches and communities
- Seek out and develop opportunities to grow and increase existing volunteer network and identify new potential supporters
- To oversee all communications and serve as a credible and compelling spokesperson for Mary's Meals
- To develop and manage major donor relationships and develop relationships with grant-giving foundations and trusts.

Communications

- Work closely with Mary's Meals International to develop and implement Mary's Meals Ireland communications and media strategy
- To develop and implement an internal communications strategy for Mary's Meals Ireland, linked with MMI's internal communications strategy for affiliates.
- To develop and implement key awareness and fundraising campaigns in Ireland
- To adhere to the Mary's Meals branding and trade mark licencing agreement

Finance and Support

- To manage, monitor and report on the progress against organisational goals and objectives and to aid in the preparation of the annual budget and plan
- To take responsibility for the organisation's income and expenditure, stability and growth
- Provide the board with comprehensive, regular reports on the activities, revenues and expenditure of the organisation.
- To lead, coach, mentor, retain and recruit a talented and dispersed team of volunteers and staff within Ireland.
- To lead on the implementation and maintenance of CRM systems and processes for Mary's Meals Ireland
- To lead on the implementation and maintenance of the European General Data Protection Regulations

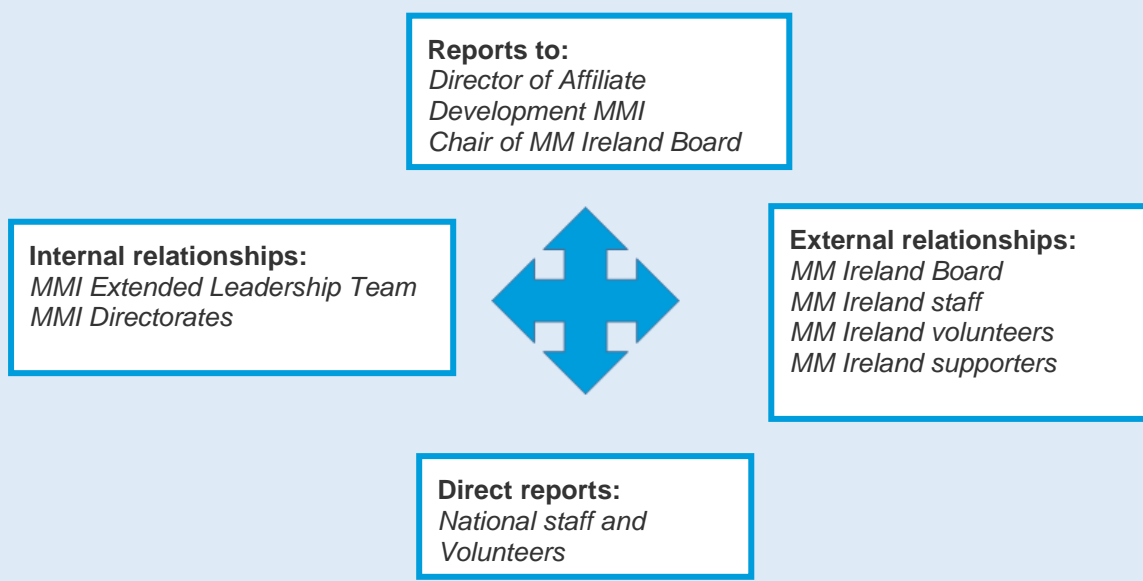
Board Relations

- To serve as the primary liaison to the Board of Directors
- To ensure the Board receives accurate and timely information to make strategic decision on the development of MM Ireland and fulfil their governance role
- To facilitate board involvement in volunteer activities
- To work with the Board Chair to support board recruitment and ongoing board development

Other

Your employment contract will be with Mary's Meals International (MMI). Salary circa €46,000. You will be required to travel as part of this role. This may include travel to Mary's Meals International in Scotland, Mary's Meals programme countries or to countries where Mary's Meals' partner organisations operate as required.

Key relationships



Qualifications, skills and experience	Essential	Desirable
A degree in a relevant subject		✓
Significant senior management experience in a growing organisation	✓	
Be able to effectively lead continuity, change and transition	✓	
Advanced and well-developed inter-personal skills, with solid track record in persuading and influencing others	✓	
Demonstrable skills in establishing, developing and nurturing collaborative relationships at all levels	✓	
Engaging and inspiring written and oral communication skills	✓	
Highly strategic in outlook, with the ability to analyse, interpret and use data to plan for the future	✓	

Strong leadership and management skills and able to negotiate, consult and influence at a strategic level	✓	
Team management experience, including leading, coaching, engaging and motivating a team of staff and volunteers	✓	
Relationship management of senior stakeholders, donor relations, key accounts or similar high level engagements	✓	
Excellent presentation and public speaking skills	✓	
Experience of developing, implementing, monitoring and reporting against agreed strategy	✓	
Experience of representing an organisation to key supporters, funders and stakeholders	✓	
Experience of working in a charity or not for profit organisation		✓
Experience of revenue generation or fundraising		✓

Mary's Meals International competencies

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

Self	<ul style="list-style-type: none"> • I build resilience • I lead by example • I'm authentic and true to my 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 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 most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises

	<ul style="list-style-type: none"> • 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 see our stakeholders and our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for 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.