

Department:	Affiliate Development
Responsible to:	Director of Affiliate Development
Location:	Glasgow, Scotland
Contract length:	12 month FTC

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

To build relationships and work in partnership with the National Affiliate teams as they grow and develop as autonomous organisations delivering the Mary's Meals mission.

Support the Director of Affiliate Development to maintain and grow relationships with the National Affiliate network to enable the implementation of strategic and tactical plans that build long-term financial sustainability and growth.

Key activities

Strategic Planning and Reporting

- Support the strategic planning and development of the growing National Affiliate network in close collaboration with the Director of Affiliate Development and Executive Directors
- Support National Affiliates in the creation of strategic and tactical plans aligned to budgets
- Monitor and report on progress against plans and respond to a changing environment and opportunities that arise
- Work closely with National Affiliates to prioritise and co-ordinate the implementation and support for strategic priorities and/or new initiatives

Governance

- Work with and support National Affiliates to strengthen the overall governance and management of Mary's Meals, in line with the Covenant of Participation
- Support the recruitment of lead staff for National Affiliates and International Fundraising Groups (IFG's)

Growth and capacity building

- Support National Affiliates in building strategies for growth, through effective business planning and capacity building
- Work with National Affiliates to identify, develop and grow opportunities to build support

Nominee Affiliates and IFG's

- Support the Director of Affiliate Development in the transition, formation and on-boarding of nominee Affiliates and IFG's
- Introduce and support nominee Affiliates and IFG's in their understanding and application of the "How to Build Support" document

Developing and sharing information and resources

- Support the management and coordination of MMI resources engaged in supporting National affiliates
- Support the development and sharing of best practices across nominee Affiliates and IFG's
- Co-ordinate MMI support to National Affiliates, nominee Affiliates and IFG's (liaison with Finance, HR etc.)

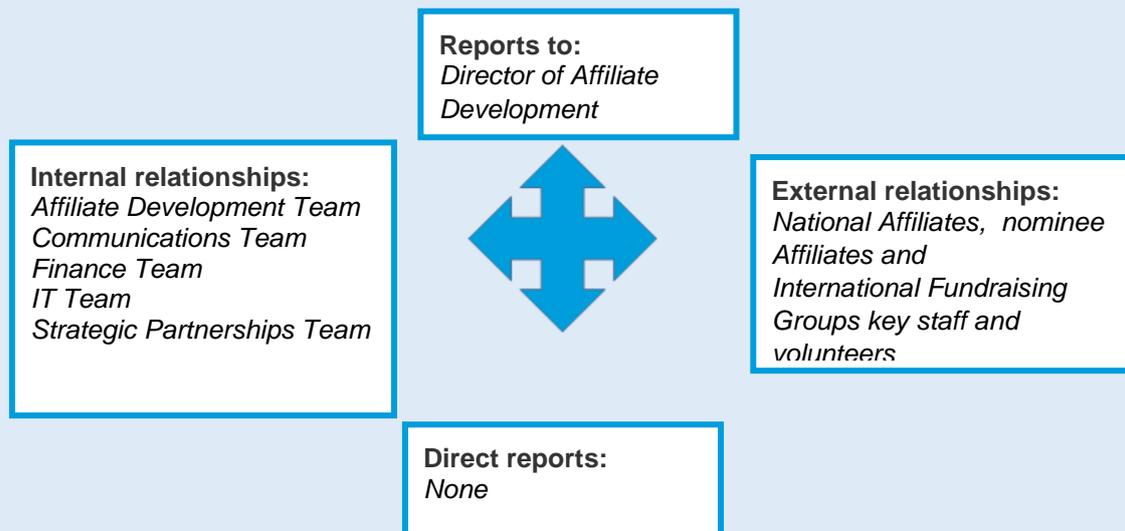
Working with National Affiliates

- Establish strong and effective relationships with National Affiliate staff and key volunteers as they maintain and increase the level of supporter and volunteer engagement
- Deliver tailored support and stewardship to National Affiliates to maximise their potential to generate income and raise awareness
- Deliver consistently high standards of care and stewardship to ensure National Affiliates feel valued, respected and appreciated
- Support and facilitate the development of volunteer networks and fundraising groups within National Affiliates

Information sharing and reporting

- Prepare reports and analysis to help inform how MMI resources are engaged in supporting National Affiliates
- Maintain the central repository for the sharing of relevant information and resources across the National Affiliate network
- In conjunction with the CRM Manager and the Fundraising Operations and Administration Manager, work with and support National Affiliates in the implementation of the global CRM as a mechanism to record all contact with supporters and as a collaboration tool across the global network.

Key relationships



Qualifications, skills and experience	Essential	Desirable
Relevant degree and/or significant experience in relationship management	✓	
Proven experience of developing and implementing strategies, policies, procedures and projects and translating these into action		✓
Ability to see stakeholders and priorities clearly	✓	
Track record of successfully managing change	✓	
Experience working in an international environment		✓
A track record of leading successful projects	✓	
Mature and well-developed inter personal skills, with solid track record in negotiating, persuading and influencing others	✓	
Demonstrable skills in establishing, developing and nurturing collaborative relationships at all levels and across different cultures	✓	
Relationship management of senior stakeholders, donor relations, key accounts or similar high-level engagements	✓	

Experience helping others to work in ways that have the greatest impact	✓	
Self-motivated and driven to deliver results	✓	
Excellent communication and coaching skills	✓	
Ability to prioritise tasks and develop clear plans	✓	
Ability to make decisions and deliver results	✓	
Solutions orientated with strong influencing skills	✓	
A pragmatic person with the ability to work at every level to ensure key deliverables are met	✓	
Understanding of fundraising and/or developing supporter base.	✓	
A strong vocational attitude that shows competence, commitment and contribution to the global movement	✓	
A strong ethos to succeed and a belief that difficult challenges can be solved	✓	
Commitment to the vision and mission	✓	
Public speaker and inspires people		✓
Cultural sensitivity with an ability to work well with a wide range of people	✓	

Mary's Meals International manager 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 build and 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

	<ul style="list-style-type: none"> • 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 most – (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 am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable

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.