

Misean Cara is seeking a Grants Officer

MISEAN CARA

Misean Cara is a non-governmental 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

You will be responsible for helping to improve the lives of millions of the most marginalized people across the world. You will do this through researching, developing and writing successful grant applications to trusts, foundations and institutional donors who align with Misean Cara values. Working with the Donor Engagement Manager, Misean Cara project officers and Members, you will be responsible for developing thematic and multi-member proposals for larger scale impact. You 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.

Reports to: Donor Engagement Manager (DEM)

KEY RESPONSIBILITIES

Donor Prospecting and Relationship Management, Grant Writing and Donor Reporting

- Write high-quality grant proposals, applications, and supporting documents.
- Research, identify, cultivate, and solicit new funding opportunities.
- Collaborate with the Project Funding Team and Members to develop proposals for larger scale impact.
- Build, manage and maintain strong strategic relationships with a network of potential and existing donors, with guidance from the DEM.
- Work with project funding team and members 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 submission key dates and reporting deadlines, ensuring all are met.
- Comply with all grant reporting as required by donors.
- Prepare and deliver presentations to potential donors.
- Support the Donor Engagement team to help raise Misean Cara's profile and attract financial support.

Stakeholder relationship development and management

- Manage and coordinate member working groups for funding proposals.
- Manage member relationships for funding proposals and report writing.
- Manage membership contribution scheme
- Co-ordinate donor pipeline planning with other Misean Cara Teams (Project Funding, Learning and Development, Finance and Admin).
- Represent Misean Cara at donor meetings and forums.
- Delegate for the DEM when required.

- Identify and participate in relevant working groups, networks and events to raise Misean Cara’s profile and seek out new opportunities.
- Overseas travel to represent Misean Cara when required.
- Working flexibly and undertake any other tasks and responsibilities in support of the overall work of Misean Cara as may be assigned by the line manager 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 is 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 €42,815 - €57,926
- 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 Misean 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 Please insert “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: 31st January 2025

Early application is recommended as we will interview on a rolling basis.

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