

MÉDECINS SANS FRONTIÈRES (MSF) IRELAND

ROLE DESCRIPTION

Role Title: Major Gifts Intern

Department: Fundraising - Ireland

Hours: 35 hours per week

Reports to: Major Gifts Manager, MSF Ireland

Works closely with: Senior Fundraising Manager, Campaigns Coordinator, Fundraising Team – MSF Ireland, Major Gifts Team – MSF UK

Location: Dublin

Salary: €11.90 per hour (35-hour week)

Duration: Nine-month fixed term

About Médecins Sans Frontières:

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF relies on donations from private individuals and organisations for the majority of its income. This private funding gives MSF the freedom to respond where the need is greatest and speaking out publicly when we witness acts of violence and unacceptable suffering, free from any political interference.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK and Ireland, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK/IE, we support our projects by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues, and recruiting staff for field operations. MSF UK/IE personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

Fundraising Department:

MSF Ireland has achieved significant growth in recent years, with private income increasing year-on-year through emergency appeals and other fundraising activities. MSF is set to build on this success, with a focus on the continuation and scaling up of existing fundraising activities such as emergency appeals, recruitment and retention of regular donors, major gifts programme and a new mid-level donor programme.

The Dublin office is currently staffed with 12 full-time posts, with support from office volunteers and interns. The fundraising team currently consists of seven people, including Senior Fundraising Manager, Major Gifts Manager, Campaigns Coordinator, Data Insights Coordinator, Supporter Services Assistant, Digital Fundraising and Marketing Co-ordinator and Digital Fundraising Intern.

The Major Gifts Manager manages relationships with major donors, corporates and trusts, in addition to promoting legacy giving.

Major Gifts Intern:

This is a great opportunity to be part of an experienced fundraising team and gain insights into relationship fundraising, the work of MSF and current topics in the humanitarian sector. During your internship with MSF you will have access to relevant in-house training and development opportunities. Most importantly, as a member of the fundraising team, your work will contribute to the achievement of MSF's objectives in Ireland, and support MSF's work around the world.

Main Duties and Responsibilities:

Administration of the Major Gifts Programme

- Assist with the administrative management of MSF Ireland's major gifts programme to ensure its smooth and efficient running
- Take responsibility for the prompt and appropriate acknowledgement of major gifts received at MSF, asking for advice when needed.
- Under the guidance of the Major Gifts Manager, support the process of gathering and analysing information about current and prospective donors, including corporate and trusts, in line with data protection regulation
- Support the process of sending mailings to our donors, including event invitations, emergency appeals and other annual mailings
- Assist with the planning and delivery of the MSF events programme, including the administration of MG-specific events in Dublin and around the country.
- Assist with the maintenance of a spreadsheet with deadlines to ensure donors receive reports and other correspondence, as required.

Content Production

- Assist with the writing and editing of documents for donors, presenting complex ideas and adapting written style to meet donors' needs/specific audiences

Other:

- Abide at all times by Irish and international codes of best practice in fundraising.
- Support the fundraising team with the handling telephone calls from donors and assisting with fundraising projects or campaigns, as and when required.
- To maintain commitment to the aims and values of MSF through proactive involvement in and attendance at ongoing MSF Ireland and wider movement operational activities

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a 'Can do' attitude and flexibility to take on other related tasks is essential. This role description does not form part of the contract of employment.

Person Specification

Knowledge, skills and expertise

Essential

- Strong organisational skills, reliable and self-motivated with the ability to work independently
- Fluency in written and spoken English with excellent communication skills
- Accuracy and attention to detail
- Computer literate and confident in using Microsoft Office programmes
- Strong desire to learn about the fundraising sector
- Commitment to the aims and values of MSF
- Flexible team member ready to adapt to the needs of the wider team.

Desirable

- Some experience of working in an office environment, maintaining effective administrative systems and procedures
- Work or volunteer experience in fundraising, marketing and/or event management
- Experience using a Customer Relationship Management (CRM) database
- Knowledge and understanding of Irish charity fundraising market in general and in particular of humanitarian and development charity fundraising

TERMS AND CONDITIONS OF EMPLOYMENT:

This is a temporary intern position, and the requirement is to work 35 hours a week.

Current Benefits at MSF UK and Ireland:

SALARIES

MSF IE salaries are paid monthly by bank credit transfer on the last day of the month or the nearest working day.

HOURS OF WORK

Intern staff work 7 hours per day plus half an hour for lunch with core hours between 9.30am-5.00pm.

ANNUAL LEAVE

The MSF UK/IE holiday (annual leave) year runs from 1st January to 31st December. Annual entitlement for full-time staff is 28 days per year in addition to Irish bank holidays (pro rata for part-time)

SICK LEAVE

MSF UK/IE offers support for staff who are too unwell to attend work. The discretionary organisational sick pay scheme helps alleviate hardship and anxiety on those occasions when employees are unable to carry out their duties due to illness or injury.

INCOME PROTECTION AND GROUP LIFE SCHEMES

On completion of three months' employment with MSF UK/IE, staff will receive additional benefits through our Group Income Protection Scheme, for long-term ill-health protection, and Group Life Scheme which is equal to four times the individual's salary on death while employed.

PENSION PLAN

After three months' continuous employment, you will be enrolled into MSF UK/IE's Group Personal Pension Scheme. MSF UK/IE will make an employer contribution equivalent to 10 percent of your gross salary; you will also be able to make additional employee contributions.

HOW TO APPLY

Deadline for applications: 5pm, 29 March 2019. Interviews will be held during week commencing April 8, 2019.

Please submit your CV and cover letter by email only to recruitment@dublin.msf.org stating "Major Gifts Intern" in the title. Please name the files with your family name. Your **cover letter** is the most important part of your application. It should be used to tell us how you meet the selection criteria listed on the person specification.

For enquiries about the role, please call 01 6603337 and ask for Colm Dolan.

Candidates must hold an appropriate passport or permit to work in Ireland.