



MEDECINS SANS FRONTIERES (MSF) IRELAND

JOB DESCRIPTION

Job Title: Major Gifts Manager

Department: Ireland

Hours: 40 hours per week

Reports to: Senior Fundraising Manager, MSF Ireland

Manages: Major Gifts Intern

Works closely with: Director, Fundraising Team, Communications - MSF Ireland, Major Gifts Team – MSF UK,

Location: Dublin

Duration: Permanent

Salary grade: 4.1

Salary: €49,046.68 per annum

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, and irrespective of race, religious ideology 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 13 full-time posts, with support from office volunteers and interns. The fundraising team currently consists of eight people, including Senior Fundraising Manager, Major Gifts Manager, Major Gifts Intern, Campaigns Coordinator, Data Insights Coordinator, Supporter Services Assistant, Digital Fundraising and Marketing Co-ordinator and Digital Fundraising Intern.

JOB PURPOSE

Be responsible for leading the strategic delivery of all major giving activities for MSF in Ireland, including Major Donor, Trust and Foundation, Corporate and Legacy giving.

MAIN DUTIES AND RESPONSIBILITIES:

Deliver outcomes:

- Work with key stakeholders to develop and implement MSF Ireland's major gift and legacy strategies and annual plans
- Achieve specified fundraising targets, ensuring all short- and long-term income targets are met, regularly reviewing major gifts revenue and expenses
- Directly develop relationships with the highest value major donors (individuals, corporate and trusts) increasing their financial contribution and loyalty through a structured programme of activities

Planning and Organising:

- Design and implement cultivation and solicitation plans for major donors
- Develop and maintain administrative systems and procedures to ensure the smooth running of the major gifts programme.
- Manage the production of major donor content to continue to build donor loyalty and maximise retention

Resources:

- Regularly review major gifts revenue and contribute to annual forecasting
- Report on major gifts income, analysing trends and making sure opportunities for repeat funding are maximised

Analysis and Initiative:

- Work closely with the fundraising team to gather and analyse information about current and prospective donors from MSF's database as well as publically available information. Prepare research profiles on current and prospective donors and develop and manage a prospect pipeline
- Engage with MSF Operational Centres and field teams to provide information, proposals, budgets and reports
- Identify opportunities to integrate MSF Ireland's 'above the line' campaigns with MSF Ireland's major gift strategy and planning
- Working with Communications and Operations teams, research content and develop positioning for major donor proposals, correspondence and reports that serve to raise funds while informing donors about the field and advocacy work of MSF

Communicating:

- Monitor field activities to represent MSF appropriately to funders through regular attendance at operational updates, debriefing, project visits and other MSF events
- Work with the communications team to ensure all written materials are in line, and fully integrated, with MSF's key messaging, sensibility and ethics.
- Collaborate with the Digital Fundraising and Marketing Coordinator in all aspects of online fundraising that may pertain to major gifts fundraising.
- Co-ordinate with the UK Major Gifts team to ensure that the Irish office capitalises on the resources and experience of the MSF UK office.
- Work with the Director, returning expats and operational teams to engage with major donors through personal contact and representation at events.
- Organise major donor field visits, where required, and accompany donors on such visits.

Other:

- Always abide by Irish and international codes of best practice in fundraising.
- To work as a full member of the fundraising team, 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 job description does not form part of the contract of employment

Person Specification

Knowledge, skills and expertise

Essential:

- Minimum three-year fundraising management experience with proven results in planning and management against budget, timescale and deadlines
- Demonstrable experience in leading the growth and development of a major gifts or similar strategy, with a track record of success in delivering five and six-figure philanthropic gifts
- Excellent planning and organisational skills with a proven ability to carry out different tasks simultaneously and prioritise time and resources accordingly
- Creative, innovative and analytical skills with an ability to think laterally in order to quickly identify new opportunities
- Strong interpersonal and negotiating skills, with experience in building relationships with supporters
- Excellent and engaging written and oral communication skills
- Proven ability to manage projects effectively to include conceptualising, planning, implementation and evaluation

- Knowledge and understanding of Irish charity fundraising market in general and particularly in humanitarian and development charity fundraising
- Level of analytical and technical skills equivalent to degree level
- Ability to work on own initiative
- Fluency in written and spoken English
- Ability to travel domestically and internationally including to MSF field projects
- Commitment to the aims and values of Médecins Sans Frontières

Last updated: June 2019

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

TERMS AND CONDITIONS OF EMPLOYMENT:

This is a full-time position, and the requirement is to work 40 hours a week.

Current benefits at MSF UK and Ireland:

SALARIES

MSF UK & Ireland pays the salaries into the bank account on the 30th of each month.

FLEXITIME SCHEME

MSF UK & Ireland operates flexi time. The daily requirement for full time staff is to work 8 hours plus half an hour for lunch with core hours between 9.30am-5.00pm and flexi time periods between 8.30am – 9.30am and 5.00pm-6.00pm.

ANNUAL LEAVE

The MSF UK & Ireland 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 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, 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's Group Personal Pension Scheme. MSF UK will make an employer contribution equivalent to 10% of your gross salary; you will also be able to make additional employee contributions.

DEVELOPMENT OPPORTUNITIES

MSF UK & Ireland has an annual performance review process in place during which individual development needs are discussed and training needs identified.

HOW TO APPLY – THE RECRUITMENT PROCESS

Timetable:

- **Closing date for applications: 26th July 2019**
- Interviews: Week commencing 5th August 2019
- Start date: 9th September 2019

To Apply

If you are interested in this position, **please send your CV and a letter of motivation** explaining how your skills and experience relate to the person specification to:

E-mail: Recruitment@dublin.msf.org

Your **covering 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*. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job. It may be easiest to use the headings relating to the requirements detailed in the person specification and demonstrate how you meet them. **Please ensure your covering letter is no more than 2 pages long** (2 sides of A4).

As we receive a large number of applications for our advertised vacancies we are unable to respond to those applicants who have not been shortlisted and we apologise for this in advance. If you do not hear from us within a week of the closing date please assume that you have not been shortlisted.

Enquiries about the position to: Audrey Jones, Senior Fundraising Manager, MSF Ireland, Ph: +3531 6603337