

Terms of Reference

Position Title: International Fundraising & Projects Officer

The Marist International Solidarity Foundation Onlus (FMSI) is the reference for international child rights & solidarity projects in the Marist Brothers' Institute, where the mission is spread in 80 countries. FMSI was officially established in Italy as a recognized non-profit organization with a social purpose in 2007.

FMSI has ten years' experience working in the field of international solidarity, supporting projects in many countries around the world. Its primary focus is on child rights and access to education.

FMSI Vision is:

BELIEVE & ACT TO REALIZE A BETTER WORLD FOR CHILDREN:

- A WORLD WHERE CHILDREN ARE WELCOMED CITIZENS
- A WORLD WHERE CHILDREN ARE RECOGNIZED AS ACTIVE MEMBERS IN THEIR COMMUNITIES & SOCIETY

Unit	Fundraising & Projects
Reports to	International Fundraising & Projects Coordinator
Supervises: Grade: Date:	Not Applicable E1 (CCNL AGIDAE)/RAL 33'800,00/ Full Time
Purpose	<ul style="list-style-type: none"> ▪ Promote the Foundation as a Marist Institute tool for fundraising in the institutional and public sectors; ▪ Support FMSI's mission and vision by identifying and ensuring financial resources to programs and projects; ▪ Support FMSI's sustainable growth by finding financial resources for the Foundation functioning; ▪ Contribute to the development of self-sustainable structures for local partners (Administrative units of the Marist Institute) through strategic support and capacity building; ▪ Contribute to the elaboration and submission of well-conceived project proposals to donors. ▪ Ensures any requires Projects activity including follow-up with donors, reports and any other needed action, is conducted.

1. MAIN DUTIES AND RESPONSIBILITIES

A. PROJECTS

- Write and edit proper projects using a selection of information received from the field
- Report to and work closely with the FR and Project Coordinator
- Create specific strategies for easier and effective execution of projects

- Maintain contacts with all relevant stakeholders to ensure that project timelines, specifications, deliverables and guidelines are being adhered to.
- Keep records of all information related to project for documentation, clarification and presentation to management
- Support the organization to ensure the successful implementation of the project in line with the project outcomes.
- Collate and report progress on projects periodically
- Engage in any other tasks that will contribute to the success of the project and as assigned by the FR&PR Coordinator

B. FUNDRAISING

- Participate in the development and implementation of the Institutional Fundraising Strategy
- Write effective fundraising applications in response to calls for proposals from small government and institutional donors.
- Collaborate with colleagues in the team to compile the information required for developing proposals and preparing donor reports for grants awarded.
- Work with the Project and Fundraising Coordinator to develop donor budgets.
- Support the Unit to Research and identify new institutional funding sources
- Support the Institutional Fundraising Manager and Executive Director to prepare for meetings with donors and participate in these meetings as appropriate.

2. MAJOR INTERNAL AND EXTERNAL RELATIONS

- Coordinator;
- Director General;
- Other Units and Offices of both FMSI and the Marist Institute;
- Administrative Units of the Marist Institute;
- Public and private funding bodies, enterprises, donors, other stakeholders at national and international level.

3. REQUIREMENTS AND EXPERIENCE

3.1 Education and training

- Degree in economics, law, international cooperation, etc. or related fields, or equivalent professional qualification.
- At least 5 years of professional experience in positions with similar responsibilities. in non-profit sector
- Prior experience in project management role an added advantage
- Experience in monitoring and evaluation procedures
- Good computer literacy skills including proficiency in MS Word, MS Excel, MS Power point. Good knowledge of MS project and MS access, a bonus

3.2 Language skills

- Excellent mastery of English and Spanish (written and spoken), French a plus

3.3 Competences and skills

- Proven track of EC projects management and EC Proposals development
- Ability to elaborate project proposal writing (frameworks, log frames, etc.)

- Excellent networking skills – Confident well-mannered and able to establish and maintain effective relationships with key stakeholders
- Organizational and management skills
- Good administrative and finances management skills
- Marked sensitivity for international development cooperation, justice, solidarity
- Proactive with a commitment to quality and accuracy with close attention to detail Inclined to work in a multi-cultural environment
- Excellent interpersonal and leadership skills
- Willingness to travel to developing countries
- Spirit of initiative, self-motivation, flexibility, ability to work individually and in a team
- Knowledge of the non-profit world

Preferential requirement:

- Familiarity with the Marist world