



Role Title:

ASSISTANT MANAGER/MANAGER, FUNDRAISING

Role Information:

Role Type	Pay Band	Location	Duration	Reports to:
		Singapore	Indefinite	Executive Director

Role Purpose:

The Assistant Manager/Manager, Fundraising reports to the Executive Director. This role will be responsible for raising funds for the operations, building relationships, organising events and coming up with new and innovative ideas for how to capture the minds and hearts of potential philanthropists for the delivery of all programmes/projects activities of Mercy Relief in the assigned country(s).

About Us:

Mercy Relief was established in 2003 to respond to human tragedies and disasters in Asia Pacific. We are Singapore's leading independent disaster relief agency with dedicated leadership, capacity building expertise and an affiliate network operating across the entire disaster management cycle.

Mercy Relief provides emergency aid within 72 hours of an appeal in the aftermath of a disaster. Our longer-term sustainable development programmes aim to uplift and empower communities in five key areas: water and sanitation, shelter, sustainable livelihoods, healthcare and education.

Function Overview:

Disaster relief and sustainable development projects are at the core of Mercy Relief's International Programmes. We draw on technology and innovation, as well as creative partnerships with other organizations to help us come up with better and more effective solutions to the challenges we face. We also document our field experiences and publish them in reports for various stakeholders – it is our way of sharing what we have learnt in the hope that others will benefit from it.

To raise awareness in Singapore of the work we do, Mercy Relief spreads its message of empowerment through various platforms, including public events and giving talks at corporate organizations. We share stories from the ground, in the hope of inspiring people to join us and champion our vision of care and compassion.

The role is to help Mercy Relief to grow the scale and impact of our programmes. The purpose of this role is to ensure that Mercy Relief has the financial resources to deliver on its mission to support local communities in event of disasters and transforming lives and improving livelihoods sustainably.

Main Opportunities/Challenges for This Role:

- To thrive in this line of work, you will need to be driven, ambitious, confident and tenacious. To a certain extent, salespeople and charity fundraisers have a lot in common, except for the fact that fundraisers are acting on behalf of a worthy cause.
- Fundraising is all about strategy, organisation, research, marketing, administration and inspiration. You'll need excellent communication skills and the ability to work with colleagues from other departments, such as marketing and volunteer management.
- This line of work isn't about shaking a bucket of coins outside a train station; it's all about building relationships, organising events and coming up with new and innovative ideas for how to capture the minds and hearts of potential philanthropists.

Main Accountabilities:

Fund Raising

- Build and maintain long-term relationships and accumulate goodwill for MR with existing and potential donors and sponsors.
- Build MR's reputation in the business and social community by engaging them and representing MR in various platforms.
- Conceptualise fund-raising ideas/projects. Identify target groups for fundraising projects, conduct presentations and garner support for the projects.
- Plan and implement fundraising initiatives such as specific campaigns and events.
- Cultivate and manage portfolio of donors, stewardship of current donors for subsequent, repeated and/or recurrent donations.
- Follow up of sponsors, donors and partners for events. Manage the recruitment and management of volunteers for fund-raising events.
- Develop/enhance the donor engagement program; donor recognition program; donor retention program.
- Engage in community building to build public awareness.

Programme/Project funding/ donor liaison

- Develop and prepare quality fundraising proposals for grant makers, government agencies, companies and schools or other bodies.
- Donor liaison as required, including preparation of donor reports and delivering presentations to key stakeholders.
- Keep accurate & up-to-date information on all documentation to ensure accountability
Maintain donors database. Prepare and monitor budget for projects.

Finance Management

- Forecast, develop, manage and review program budgeting and execution, monitoring and tracking expenditure, financial and narrative reporting
 - Ensure that all procedures of fund-raising projects are in accordance with all relevant regulations and guidelines
 - Ensure programme/project deliverables are met within timelines agreed and achieve impact targets set
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Key Relationships:

As an enabling team, Mercy Relief work mainly serves our beneficiaries and their communities: in Education, water and sanitation, shelter, sustainable livelihoods, healthcare. Many roles need to work in close collaboration with other enabling teams – Partners and International NGOs (owners of Ground Business process, associates and contractors), Donors and corporates (especially external communications, resource management of staff, foundations and funding agencies) and Beneficiaries (especially in humanitarian and disaster response work).

Role Requirements:

Threshold Requirements:

		Assessment Stage
Exposure to safety and health hazards related to emergency services relief work	May travel and participate in meetings and conferences and site visits for disaster response.	Shortlisting
Direct contact and standby duty	As Mercy Relief is a disaster response organization, staff may be asked to be on 24 hour call during period of major disaster	Shortlisting
Overall mobility is essential		

Person Specification:

		Assessment stage
Qualifications:		
Essential	Desirable	Assessment Stage
University degree in a relevant field, such as Social studies, Humanitarian work, Public Relations or Journalism helps.		Shortlisting

Role Specific Knowledge & Experience:

		Assessment Stage
Essential	Desirable	Assessment Stage
Minimum 3 to 5 years of related experience in business development, fundraising, preferably in social service sector.	Strong commercial awareness Experience of working in social service sector organizations and charities	Shortlisting and/or Interview

Role Specific Skills:

		Assessment Stage
Essential	Desirable	Assessment Stage
Strong interpersonal and communication skills across various levels of stakeholders Objective driven and self-motivated to achieve targets Positive and proactive in approach to fundraising	Must be adept at people management, building long-term relationships with potential funders and partners and implement change programmes Professionalism, independence and integrity to perform successfully in a rapidly changing environment	Shortlisting and/or Interview

Creative problem solving and good project management skills		
Mercy Relief Behaviours:		Assessment Stage
<p>Making It Happen – Most Demanding</p> <ul style="list-style-type: none"> Deliver quality and timely results, achieve challenging goals and strive for excellence in setting clear and demanding objectives to deliver what is required. Demonstrate standards of excellence and deliver value for money. Measure progress and adapt plans when necessary. <p>Being accountable – Most Demanding</p> <ul style="list-style-type: none"> Hold self and others responsible for delivering goals on time and in line with the shared purpose of the organisation. Bringing a “can do” attitude and commercial flair to the function. <p>Shaping the Future – More Demanding</p> <ul style="list-style-type: none"> Continually look at trends and innovations and plan ways to take practical advantage of the opportunities Be innovative, plan to build new solutions to deliver current objectives <p>Connecting with Others – Most Demanding</p> <ul style="list-style-type: none"> Find common ground and build relationships and connections, both internal and external, to support Mercy Relief goals. Do this by building trust with others, by paying attention to their concerns and needs, and showing understanding with people despite very different views. <p>Creating Shared Purpose - More Demanding</p> <ul style="list-style-type: none"> Actively gain the support of diverse stakeholders and keep them fully engaged to contribute effectively. Create the environment in which different groups with different aims share a purpose and resources for mutual benefit 		Shortlisting and/or Interview
Prepared By:		Date:
Yu Chin Hsia		July 2019

Applications with your resumes to be sent to

HR@MERCYRELIEF.ORG

**The HR Manager
Mercy Relief Limited
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Singapore 310160**

CLOSING DATE : 12 AUGUST 2019