



## MAJOR GIFTS INTERN ROLE DESCRIPTION

<b>JOB TITLE:</b>	Major Gifts Intern
<b>DEPARTMENT:</b>	Fundraising
<b>HOURS:</b>	35 hours per week
<b>REPORTS TO (JOB TITLE):</b>	Major Gifts Manager
<b>LOCATION:</b>	Dublin, Ireland
<b>DURATION</b>	Six-month fixed term
<b>SALARY GRADE</b>	Ireland Living wage
<b>Salary</b>	€13.85 per hour

### **JOB PURPOSE**

The Major Gifts intern supports the Major Gifts Manager in the delivery of supporter services to MSF's major donors, corporates and legacy supporters. The Major Gifts intern will also support team members in the fundraising department where necessary.

### **ORGANISATIONAL STRUCTURE**

The candidate reports to the Major Gifts Manager. The Major Gifts Manager reports to the Head of Fundraising.

The candidate will work closely with the Supporter Services assistants and the wider fundraising team.

### **CONTEXT**

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 the internship with MSF, you will have access to relevant in-house training and development opportunities. Most importantly, as a member of the fundraising team, the 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.
- Assist with donor phone, email and in person queries where necessary, ensuring all donors have an efficient and positive experience with MSF.
- Support the process of sending mailings to our donors, including event invitations, emergency appeals and other annual mailings.
- Support with the prompt and appropriate acknowledgement of major gifts received at MSF to ensure that donor's contributions are processed, donors are thanked, and income receipts recorded in a timely manner.
- Assist with the writing and editing of documents for donors, presenting complex ideas and adapting written style to meet donors' needs/specific audience.
- Assist with the maintenance of spreadsheets associated with Major Gifts, as required.
- Assist with the planning and delivery of the MSF events programme, including the administration of events in Dublin and around the country.
- Assist with the maintenance of fundraising supplies and materials for fundraising activities and events including internal filing systems and follow up after supporter events.
- Support the process of gathering and analysing information about current and prospective donors, including corporate and trusts, in line with GDPR.
- Assist with the processing of Tax Certs as required.
- Assist with supporter services as required.
- Assist with reporting under the guidance of the Manager.

#### **Other:**

- Always abide by Irish and international codes of best practice in fundraising.
- Work in a way that is consistent with MSF's specific global fundraising policies and approaches, and according to our ethical guidelines.
- 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.

### **CHALLENGE & CREATIVITY / DECISION-MAKING**

The Major Gifts intern will liaise closely regarding decision making with the Manager Gifts Manager.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

#### **Essential**

- Great organisational skills, reliable and self-motivated with the ability to work independently
- Fluency in written and spoken English with excellent communication skills
- Computer literate and confident in using Microsoft Office programmes

#### **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 - Microsoft Dynamics
- Knowledge and understanding of Irish charity fundraising market in general particularly of humanitarian and development charity fundraising

### **COMPETENCIES**

- Accuracy and attention to detail
- Desire to learn about the fundraising sector
- Commitment to the aims and values of MSF
- An interest in the wider humanitarian environment
- Flexible team member ready to adapt to the needs of the wider team.



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### Other information

**Deadline for applications: 10<sup>th</sup> February 2023 – 5.00 PM (GMT)**

**Interview dates: W/C 20<sup>th</sup> February 2022**

Candidates must already have the right to work in Ireland or hold a European passport.

Please apply on our website by submitting a copy of your CV together with a letter of motivation by the closing date.

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. **Please ensure your covering letter is no more than 2 pages long** (2 sides of A4).

**MSF UK/IE is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community. Please can you complete our anonymous Equity, Diversity & Inclusion form [here](#)**

**- Only short-listed candidates will be contacted –.**