

## **JOB DESCRIPTION**

**Job title:** Fundraising & Communications Director

**Reporting to:** Chief Philanthropy Officer

**Direct reports:** Fundraising Support Officer

### **About the role**

The Fundraising & Communications Director will play a crucial role within a small team, responsible for overseeing the fundraising activity of the Fund, and working with the Chief Philanthropy Officer to support the Envoy Programme and develop new fundraising products. A particular area of focus is management of the Fund's communications, articulating the varied work of the Order and the Fund's role in supporting that to a variety of audiences.

### **Person specification**

The role will suit an experienced fundraiser, or someone with a proven track record of working with high net worth individuals and developing and implementing effective communications strategies. The successful candidate will have excellent interpersonal skills, be effective at building new relationships across global networks, and be entrepreneurial, flexible and comfortable working in a fast-paced environment, learning through doing. The role involves some overseas travel, though is based primarily at our office in London. Sympathy with the teachings of the Catholic faith is essential, as is the ability to work with people from many different backgrounds and cultures.

### **Specific Responsibilities:**

- Responsible for:
  - the production of Fund communications: newsletter, social media, website and ad hoc communication leaflets.
  - the development of the Fund's communication strategy, including audience growth and message development.
  - developing and implementing the Fund's social media strategy and presence
  - managing and co-ordinating the Fund's presence at events, including messaging and engagement techniques.
  - maintaining and developing fundraising systems, including GDPR, Gift Acceptance and overall donor journey



*The Order of Malta*

- Strategic management and development of individual giving and middle donor recruitment and cultivation programme
- Oversight and management of Fund programmes including our global youth engagement programme, Vision 2050

The successful candidate will work closely with the Chief Philanthropy Officer to manage ad hoc fundraising or marketing events, identify donor prospects, support the design and management of donor project visits and support communications with high net worth donors.

### **Skills and experience**

- Excellent written English, fluency in at least one other European language is desirable
- Demonstrated experience in developing communications strategies and materials, including social media
- Good working knowledge of PowerPoint, Word, Constant Contact and design tools
- Experience with donor management and research systems (particularly Blackbaud)
- Project management experience
- Events organisation experience

### **About the Global Fund for Forgotten People and The Order of Malta**

The Global Fund for Forgotten People is the Order of Malta's global fundraising and grant-making vehicle, specialising in major donor giving. It raises funds for and awareness of the works of the Order's entities around the world. The Fund is based in the UK, but operates as a global entity with a UK and US structure, and overall responsibility to the Order in Rome.

The Sovereign Order of Malta is one of the oldest institutions of Western and Christian civilisation. A lay religious order of the Catholic church since 1113 and a subject of international law, the Sovereign Order of Malta has diplomatic relations with over 100 states and the EU and permanent observer status at the UN. It is neutral, impartial and apolitical. The Order of Malta is active in 120 countries, caring for people in need through its medical and humanitarian works. Day to day its broad spectrum of social projects provides a constant of support for those who would otherwise be forgotten or excluded by society.