

Saving Marion Island's Seabirds

The Mouse-Free Marion Project



Call for Expressions of Interest Prospect Research and Philanthropy Officer Mouse-Free Marion Project

A. BACKGROUND AND OVERVIEW

Marion Island is the larger of the two Prince Edward Islands in the south-western Indian Ocean. The islands are globally important breeding sites for seabirds and other wildlife and were afforded Special Nature Reserve status by South Africa in 1995. House Mice, inadvertently introduced by sealers in the early 19th century, are having a devastating impact on the seabirds and ecology of the island.

Informed by the outcomes of a feasibility study and internationally agreed best practice, the South African Department of Forestry, Fisheries and the Environment (DFFE) and BirdLife South Africa are collaborating to implement an operation to eradicate House Mice to restore Marion Island and rescue its seabird populations – the Mouse-Free Marion (MFM) Project. BirdLife South Africa has established a special entity, the Mouse-Free Marion Non-Profit Company (MFM NPC), to help facilitate the implementation of this important project.

In 2021, the MFM NPC appointed a Project Manager (PM), an Operations Manager (OM), a Communications Officer/Project Assistant (COPA) and a Chief Philanthropy Officer (CPO) to initiate and progress the planning for the MFM Project. Most of the administrative and finance functions of the project are currently fulfilled by staff from the BirdLife South Africa Finance Team. We are currently intensifying efforts to raise the necessary funds and advance our preparations and planning for the eradication operation, envisaged for the winter of 2025.

To help support these efforts, we are seeking expressions of interest for a qualified, dedicated and dynamic Prospect Research and Philanthropy Officer (PRPO). In the immediate term, a large component of this work will comprise prospect research in support of the project's fund-raising activities.

B. JOB DESCRIPTION

The PRPO will support the MFM Project Team and work closely with the CPO across a range of fundraising activities. This new role is intended to provide highly flexible and efficient fundraising support across all areas of the MFM Project.

The ideal candidate will have strong prospect research, customer relations, writing, organizational and database skills, ideally with knowledge of Customer Relationship Management (CRM) database software, such as Salesforce. Grant research skills are a plus.

C. SCOPE OF WORK:

Prospect Research and Philanthropy Officer: **The Mouse-Free Marion Project**

The primary responsibilities of the PRPO will include, but not be limited to:

1. Assist the CPO in building the fundraising pipeline through:
 - a. research and discovery of top prospects;
 - b. development of prospect-specific engagement strategies;
 - c. engaging top prospects through planning and executing high-touch events;
 - d. supporting the development and execution of prospect strategies by preparing detailed and timely engagement briefing materials (strategic communications that are personalized and tailored to individual prospects); and,
 - e. supporting the CPO to prepare the individuals who will engage with prospects with briefing materials on the prospect, such as biographical information, career history, wealth, philanthropic history, professional and personal background, and a list of known associates. Essential to this step is also to identify the ask amount and for what purpose,
 - f. collaborating with MFM Project leaders and team members to identify relationships with key stakeholders, develop supporting documents, and maintain the donor database and records related to grant opportunities,
2. Assist the CPO in developing and implementing the fundraising strategy for 2023.
3. The Prospect Research and Philanthropy Officer (PRPO) will work closely with the MFM Project Administration and Finance Officer to maintain the integrity of the newly acquired Salesforce CRM software.
 - a. The PRPO will be responsible for preparing reports, adhering to and instilling best practices to make effective use of the Salesforce CRM, will enter contact reports after each visit to ensure donor records are kept up to date, and create reporting structures to track prospect strategies and fundraising progress.
 - b. The PRPO must maintain donor communication and satisfaction through timely and responsive interactions with donors when needed.
4. The PRPO, with oversight from the CPO, will serve as the lead grant writer for the MFM Project, striving to receive funding from different philanthropic organizations and individuals by researching, drafting, and submitting grant proposals. This will be accomplished through the PRPO's discovery of grant opportunities, while aiding the CPO in building and maintaining relationships with funders, donors, and others within the international philanthropic community.
5. The PC will assist in the preparation of information for meetings and presentations.

D. REQUIRED QUALIFICATIONS AND SKILLS

1. Strong prospect research experience, preferably at least 5 years' experience in general fundraising.
2. Experience in a customer or supporter service environment.
3. Experience with Microsoft Office software, especially Excel and Word, data entry and management ideally using CRM databases such as Salesforce, or similar.
4. Excellent organisational skills, with thorough attention to detail and the ability to prioritise and organise one's own work, follow agreed work-plans and meet deadlines without compromising on quality.
5. Experience researching foundations and applying for grants.
6. Excellent written and verbal communication skills that include sensitivity to donor information.
7. Ability to work independently, multi-task, problem solve, prioritise and take initiative while working collaboratively as part of a team.
8. A genuine interest and enthusiasm for environmental issues and the objectives of the MFM Project and a passion for sharing this with our supporters.
9. Formal prospect research training and/or experience will be beneficial.

E. REPORTING LINES AND PLACE OF WORK

1. The PRPO will report to the CPO.
2. The position will largely work virtually, ideally based in South Africa, but applications will be considered from candidates based in the USA or United Kingdom/Europe.

F. TERMS OF ASSOCIATION AND COMPENSATION

1. The contract period will be for an initial period of one-year, renewable by mutual agreement. The contract will include a 3-month probation period.
2. Our preference is to recruit an individual contractor to form part of the MFM Project team. However, applications from prospect management consultancies will also be considered.
3. Due to the international nature of the project, with some staff being based in the USA and New Zealand, the PRPO must be willing to work flexible hours.
4. The actual eradication operation of the MFM Project is scheduled to take place in the winter of 2025, with planning work for the project having already commenced.
5. Should planning or funding requirements not be met in time, the project may be postponed by a year.
6. The contractor will be expected to attend online meetings of the various project structures.
7. Must provide own computer and cell-phone. All operational costs will be covered by the MFM Project.
8. The salary will be negotiated. Any operational, travel, accommodation and subsistence expenses in fulfilling the role will be covered, according to certain specifications.

G. APPLICATION PROCEDURE

Applicants are to submit:

1. A detailed curriculum vitae with three contactable referees.
2. Copies of qualifications.
3. A copy of the applicant's identity/passport document.
4. A detailed motivation as to how the applicant sees her/his role in this post.

Please note:

1. All applications will be treated in the strictest confidence.
2. Applicants submitting an expression of interest may be required to attend an interview (by Zoom) and be subjected to a verification process, which may include a relevant assignment.
3. The Mouse-Free Marion NPC Board reserves the right to obtain independent references.
4. The Mouse-Free Marion NPC Board reserves the right not to make an appointment.

Assumption of contract: We hope to make the appointment from March 2023.

Closing date for applications: 13 February 2023.

To apply, please e-mail your expression of interest to Dr Isabel Human, at isabel.human@birdlife.org.za, with the subject title **MOUSE-FREE MARION** Prospect Research and Philanthropy Officer

For further information, contact Mrs Heidi Whitman, MFM Project Chief Philanthropy Officer, on heidi.whitman@mousefreemarion.org