

Saving Marion Island's Seabirds

The Mouse-Free Marion Project



Vacancies

Mouse Free Marion Project Assistant Development Officers (x 2)

The Mouse-Free Marion (MFM) Project is seeking applications for two qualified, dedicated and dynamic Assistant Development Officers to join the MFM Project Development Officer as part of the MFM Project Fundraising team.

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 practices, the South African Department of Forestry, Fisheries and the Environment (DFFE) and BirdLife South Africa (BLSA) 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. BLSA has established a special entity, the Mouse-Free Marion Non-Profit Company (MFM NPC), to help facilitate the implementation of this important project.

The MFM Project team currently comprises the following members: Project Manager, Assistant Project Manager, Operations Manager, Development Officer, Communications Officer & Project Assistant, Admin & Finance Officer and a News Correspondent (voluntary position). The MFM Project is also supported by a number of staff within DFFE and BLSA. We are currently intensifying efforts to raise the necessary funds and advance our preparations and planning for the eradication operation.

To help support these efforts, the MFM NPC is seeking applications for two qualified, dedicated and dynamic Assistant Development Officers (ADOs) to join the MFM Project Development Officer (DO) as part of the MFM Project Fundraising team. In the immediate term, a large component of this work will comprise prospect research in support of the Project's fundraising activities.

B. JOB DESCRIPTION

The ADOs will support the MFM Project Team and work closely with the DO across a range of fundraising activities. These new roles are 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, organisational 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:

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

1. Assist the MFM Project DO in building the fundraising pipeline through:
 - a. research upon and discovery of top prospects;
 - b. development of prospect-specific engagement strategies;
 - c. engaging top prospects through planning and executing 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);
 - e. supporting the MFM Project DO to prepare the individuals who will engage with prospects with briefing materials on each prospect; and,
 - 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 MFM Project DO in developing and implementing the fundraising strategy for the MFM Project.
3. The ADOs will work closely with the MFM Project DO and the MFM Project Administration and Finance Officer to maintain the integrity of the newly acquired Salesforce CRM software.
 - a. The ADOs will assist with preparing reports; adhere to and instil best practices to make effective use of the Salesforce CRM; 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 ADOs will help maintain donor communication and satisfaction through supporting timely and responsive interactions with donors when needed.
4. The ADOs, with oversight from the MFM Project DO and other members of the MFM Project team, will assist with grant writing for the MFM Project, striving to receive funding from different philanthropic organisations and individuals by researching, drafting, and submitting grant proposals. This will be accomplished through the ADOs' discovery of grant opportunities, while aiding the MFM Project DO in building and maintaining relationships with funders, donors, and others within the international philanthropic community.
5. The ADOs will assist in the preparation of information for meetings and presentations.

D. REQUIRED SKILLS, EXPERIENCE AND QUALIFICATIONS

Prospective candidates should have some or all of the following:

1. Prospect research experience or similar.
2. Experience in a customer or supporter service environment.
3. Experience with Microsoft Office software, especially Excel and Word, and 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 their own work, to follow agreed work-plans, and to meet deadlines without compromising on quality.
5. Experience in researching Foundations and applying for grants.
6. Excellent written and verbal communication skills.
7. Integrity and respect in dealing with any sensitivities relating to information.
8. Ability to work collaboratively as part of a team, but to work independently when necessary; to multi-task; to problem-solve; to prioritise; and, to take initiative.
9. A genuine interest and enthusiasm for environmental issues and the objectives of the MFM Project and a passion for sharing this with our supporters.
10. Formal prospect research training and/or experience will be beneficial.

E. REPORTING LINES AND PLACE OF WORK

1. The ADOs will report to the MFM Project DO.
2. The position can be based at a location of their choice in South Africa. There is an opportunity to be based at the offices of BirdLife South Africa in either Johannesburg or Cape Town.
3. The incumbent must be accessible for on-line meetings at times convenient to the Project management team, and available to travel as may be required.

F. TERMS OF ASSOCIATION AND COMPENSATION

1. The actual eradication operation of the MFM Project is scheduled to take place in the winter of 2026 or 2027, with planning work for the Project having already commenced.
2. Due to the limited duration of the Project, this is a fixed-term contract for twelve months. Should planning or funding requirements not be met in time, the Project may be postponed by a year, and the contract may be renewed by mutual agreement. The contract will have a three-month probation period.
3. Due to the international nature of the Project, with some staff being based overseas, the ADOs must be willing to work flexible hours.
4. The contractors will be expected to attend on-line meetings of the various project structures.
5. The contractors must provide their own computer and cell-phone.
6. 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 their role in this post.

Please note:

1. All applications will be treated in the strictest confidence.
2. Correspondence will be sent to short-listed candidates only.
3. Short-listed candidates will be invited to attend an interview (by Zoom) and be subjected to a verification process, which may include a relevant assignment.
4. The Mouse-Free Marion NPC Board reserves the right to obtain independent references.
5. The Mouse-Free Marion NPC Board reserves the right not to make an appointment.

Assumption of contract: We hope to make the appointment from April 2024.

Closing date for applications: 26 February 2024.

To apply, please e-mail your expression of interest to Dr Isabel Human, at isabel.human@birdlife.org.za, with the subject title **MFM Project Assistant Development Officer**

For further information, contact Ms Tarryn Havemann, MFM Project Development Officer, on tarryn.havemann@mousefreemarion.org