



MISION MEXICO FOUNDATION

Giving love, life and hope to all.

Project J731 Mexican Children's Development with Global Development Group

Mexico: AMM040930797 UK: SC042838

Donor Relations and Campaigns Specialist

Location: Remote worker.

Placement: 16 hours minimum.

Reports to: Mision Mexico Foundation Director

Our Mission and Focuses

The Misión México Foundation aims to break cycles of poverty, abuse and inequality; providing opportunities for every child and youth that we care for to succeed. Through long-term solutions like education, practical and emotional care and community development, we provide tools and opportunities for children and youth to advance in every aspect of their lives, becoming the best that they can be. Our core focuses are; education; safe homes with a family environment; health and wellbeing support; community development, personal development and life skills.

Role Context

The Donor Relations and Campaigns Specialist will work closely with the Mision Mexico Foundation Director and Digital and Social Media Specialist to:

- Design and deliver impactful, strategic campaigns that align with the organization's mission and objectives.
- Increase and manage the fundraising and supporter database by creating engaging and impactful communications.
- Expand international income streams by attracting new donors and retaining existing supporters.
- Build and maintain a comprehensive fundraising and campaigns strategy.

Duties and Responsibilities

- 1. Campaign Management and Fundraising:**
 - Develop, execute, and monitor campaigns to raise awareness and increase funding for Misión México Foundation.
 - Assist in achieving annual global fundraising targets by implementing innovative and effective strategies.
 - Build and manage a comprehensive fundraising strategy, including identifying new funding opportunities.
- 2. Communications and Content Creation:**

- Manage the Mision Mexico Foundation blog and newsletter communications, ensuring all content is engaging, accurate, and approved for use.
 - Collaborate with the Digital & Social Media Specialist to create cohesive promotional materials for online and offline use.
 - Oversee website content and updates, ensuring messaging aligns with the Foundation's goals.
 - Collaborate with the Digital & Social Media Specialist to develop multimedia materials such as videos, brochures, and reports to support campaigns and donor engagement.
- 3. Donor Relations:**
- Maintain and optimize the donor database to achieve targeted communications and fundraising efforts.
 - Develop and execute strategies to gain new donors and sponsors to increase income streams
 - Create quarterly updates for donors and sponsors to retain and strengthen relationships, driving increased income and support.
 - Develop storytelling initiatives to highlight the journeys of beneficiaries, fostering emotional connections with donors.
- 4. Collaborations:**
- Assist with and lead on projects as agreed with the Mision Mexico Foundation Director.
 - Support other team members and provide insights for continuous improvement in fundraising and campaign strategies.

Essential Criteria

- Experience working within charitable or humanitarian organizations, particularly with children or young people from trauma or disadvantaged backgrounds.
- Fluency in English, with excellent written and oral communication skills.
- Strong organizational and time management skills.
- Demonstrated experience in fundraising and increasing income for organizations.
- Proficiency in using Mailchimp or similar external communication platforms.
- Proven ability to build, manage, and develop key relationships with stakeholders, clients, and donors.
- Self-motivated and capable of working autonomously.

Desirable Criteria

- Experience working with children or young people from trauma or disadvantaged backgrounds.
- Fluent or conversational Spanish.
- Digital design and graphic design experience.
- Knowledge of website design and maintenance.
- Proficiency with Customer Relationship Management (CRM) software (e.g., Salesforce, DonorPerfect).
- Experience in grant writing and proposal development.

Additional

On engagement of the role there will be a 6-week probationary period at which time the Mision Mexico Foundation Director and successful applicant will review the position.

Working hours will be negotiated with the Mision Mexico Foundation Director. This job description is not exhaustive, and is provided to assist the post holder to know what her/his duties are. It may be amended from time to time, without change to the levels of responsibility and in discussion with the post holder.

To apply for this exciting opportunity, please email support@misionmexico.org with:

1. A cover letter addressing the selection criteria and your suitability for the position based on the skill, knowledge and ability requirements outlined in the job description (maximum 2 pages);
2. A current CV and/or portfolio
3. Copies of any relevant qualifications