



Role Description

Executive Support Officer (Mission, Grants & Fundraising)

Mercy International Association (MIA)

Location: Dublin

Reports to: CEO

Hours: 35 Hours per week preferable / Part time (25 hours min)

Mercy International Association was established in 1992 with the following aims:

- » To foster unity among the Mercy communities worldwide and to increase awareness and experience of the interdependence of these groups;
- » To facilitate collaboration among Mercy communities in addressing root causes of needs and injustices experienced locally but with global causation;
- » To encourage and nurture Mercy values and to promote the flourishing of the Mercy charism in services operated in the name of Mercy;
- » To restore and maintain the founding House of Mercy, now known as Mercy International Centre (MIC), reopened in 1994 as a place of pilgrimage and heritage.

Position Overview

The Executive Support Officer for Mission Delivery, Grant Administration, and Fundraising plays a key role in supporting the mission and strategic priorities of Mercy International Association. This position supports the organisation's global mission of mercy, justice, compassion, and care for Earth by providing executive administrative support to the CEO, effective stewardship of grants and donor relationships, and management of MIA stakeholder, supporter and volunteer data and systems.

The Executive Officer will assist the CEO in working collaboratively across MIA projects, committees, partners, and Mercy networks to ensure high-quality mission-aligned initiatives, secure funding, and maintain transparent reporting and accountability.

Key Responsibilities

1. Mission Delivery & Programme Support

- Support the CEO and Mission Committee in the design, implementation, and evaluation of MIA mission programmes, advocacy initiatives, and grant making.
- Work with Mission Committee members to engage global Mercy projects, Mercy's UN presence, partner organisations and congregations in building Catherine McAuley's values into all aspects of MIA mission delivery, funding and income generation.
- Provide administrative support to the CEO to work with Mercy Sisters, Mercy partners, networks, donors and volunteers to engage with the global Mercy mission and MIA strategic plan.
- Coordinate CEO project timelines, deliverables, and reporting to ensure effective mission delivery and Mercy values across departments.
- Assist in preparing briefing materials, donor reports, and stakeholder communications.

2. Grant Administration

- Create and support a database of philanthropic opportunities to support Mercy projects including prospect research, cultivation, application and stewardship.
- Maintain an organised funding calendar and ensure all deadlines, deliverables, and financial requirements are met.
- Liaise with Mercy partners, ministries and finance team to track budgets, evaluate project outcomes, and maintain transparent documentation.
- Strengthen MIA's capacity to secure and manage international funding by developing standardised grant processes and templates.

3. Funding & Donor Relations

- Support the development and implementation of fundraising communications to diversify and grow MIA funding streams.
- Develop and maintain a Mercy Directory of Mercy global congregations, associations, partners, supporters and volunteers to support income generation and global fundraising.
- Assist in cultivating and stewarding relationships with donors, foundations, Mercy networks, and philanthropic partners.
- Assist in the preparation of compelling proposals, presentations, donor communications, impact reports, and stewardship materials.
- Contribute to the planning and delivery of campaigns, events, and digital engagement initiatives.

4. Strategic & Administrative Support

- Provide executive-level support to the CEO, including meeting preparation, research, and coordination with key stakeholders.
- Contribute to organisational planning, executive team projects, and strategic initiatives.
- Maintain accurate records, databases, and documentation to support operational efficiency.
- Represent MIA in meetings, working groups, and mission events as required.

Key Attributes & Competencies

- Strong commitment to the mission, values, and ethos of Mercy International Association.
- Excellent written and verbal communication skills, including the ability to utilise appropriate communication tools.
- Demonstrated experience in grant administration and/or fundraising.
- Strong project coordination and organisational skills, with the ability to manage multiple simultaneous priorities.
- Relationship-building skills and the ability to engage diverse stakeholders in a global context.

- Detail-oriented with strong analytical and reporting capabilities.
 - Ability to work collaboratively, professionally, and with discretion.
 - Proficiency with project management tools, CRM or donor databases, and Microsoft/Google office platforms.
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Qualifications & Experience

- Bachelor's degree in international development, social science, nonprofit management, communications, theology/mission studies, or a related field (or equivalent experience).
- Experience in nonprofit organisations preferred.
- Proven experience in programme support, grant administration, or fundraising roles.
- Understanding of the Mercy tradition, or mission-based organisations is an advantage.

These duties are a general guide to the responsibilities of the Executive Support Officer. They are neither definitive nor restrictive. The Executive Support Officer may be required to undertake other duties commensurate with the post.

Application Procedure

To apply for this position, please email a cover letter outlining your suitability for the role, your Curriculum Vitae and the contact details of two referees, preferably one from your current employer, to maryodonovan@mercyinternational.ie

Applications must be received by 5 p.m. Wednesday 31st December 2025.

We work through advocacy at our desk in the United Nations, through leadership and Formation programmes and through direct action at times of urgent need.

A key part of our work in the Centre – where Catherine McAuley founded the first Mercy House – is to sustain Catherine's legacy in Justice, Mercy and Charity for the coming generations.

In Dublin, the work of MIA encompasses Heritage and Programmes, Archival and Research work, and promotion of Mercy spirituality. Through

its Mercy Global Action office in New York, MIA leads its Mercy global justice ministry.

In both locations MIA has structures and systems that underpin our 'opening doors' way of working. Through international gatherings and activities, MIA supports the Mercy World in sustaining global communication, formation in Mercy, developing compassionate leadership in young people, and taking action for justice.

MIA supports the cause for Canonization of Catherine McAuley

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