

POSITION: **RESOURCE MOBILIZATION OFFICER**

Reports to: **Programmes Manager**

Position Location: **The position may be located at the Regional Secretariat in Uganda or elsewhere in the 4 East African Countries or in the World**

Timing: **The position is open immediately on a contract basis – One year-renewable**

Job Purpose: To develop and implement the ICWEA Resource Mobilization Strategy

Duties and Responsibilities

1. Review and implementation of ICWEA Resource Mobilisation Strategy;
2. Initiate and establish relationships with donors at the National, Regional and International levels and lead in programmes that will facilitate this;
3. Research and analyse donor calls for funding applications including expressions of interest and requests for proposals;
4. Provide technical support and advice on grant proposal development to the programme team members;
5. Raise an agreed amount within the contract duration;
6. Develop innovative approaches in mobilizing non-financial resources locally and internationally; and develop a strategy for obtaining this regularly;
7. Develop and execute pitches and strategies to reach funder segments, including creating supporting materials such as funding proposals;
8. Effectively link donor interests with the organization's Strategic and Programmatic priorities;
9. Work closely with programmes, field, and other staff to provide seamless service and information to donors and prospects.

Qualifications and Experience

- University degree in Economics, Social sciences or related development field. A Masters' degree in development, management, or a related development field is desirable;
- A minimum of five years of relevant professional experience in a related field and in non-profit resource mobilization;
- Proven track record in fundraising and resource mobilization at local, regional and international levels;

Women living with HIV are encouraged to apply

Competences

- A strong awareness of current issues in the field of development, and donor funding opportunities;

- Proven computer skills and knowledge of Microsoft software including MS Word processing, Power point presentation, Excel spreadsheets, e-mail and web-based research; use of virtual office applications will be an added advantage;
- Excellent networking and partnership building skills with experience in networking with local and international NGOs, CSOs, donors, Ministry-level partners, and other organizations;
- Knowledge of various donor requirements and proven ability to develop and write winning grants proposals;
- Extensive knowledge in Programme planning, design development and management;
- Proven ability in grant management reporting;
- Proven ability to work collaboratively in a multidisciplinary team environment;
- Dynamic, self-motivated and ability to work independently;
- Team builder and player.
- The ideal candidate should possess a very good command of written and spoken English (knowledge of Swahili and or French will be an added advantage);

How to apply:

Submit your letter of interest, CV, copies of your transcripts and two professional references by 12th February 2015 to jobs@icwea.org