



Job Description

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Job Title

Director of Resources Mobilization and Stakeholders Engagement

Job Location

Dar es Salaam

Category

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Job Type

Full Time

Job level

Intermediate

Industry

Research, Non-profits (NGO)

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

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Max Budget

-

Primary Industry

Research: 7 Years

Secondary Industry

Non-profits (NGO): 5 Years

Primary Category

-

Secondary Category

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Certificate

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Qualification

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Summary

One of Africa's pre-eminent health research organizations is looking for a Director of Resources Mobilization and Stakeholders Engagement. Reporting to the Chief Executive Officer (CED), the Director of Resources Mobilization and Strategic Engagement's role is to lead and orchestrate the formulation and execution of comprehensive strategies aimed at securing funding, nurturing partnerships, and amplifying the visibility of the organization. This role involves leveraging extensive experience in resource mobilization and stakeholder engagement to drive sustainable growth, enhance donor relationships, and strategically position the organization within the philanthropic landscape. The Director will aim to fortify the institution's financial sustainability by fostering fruitful collaborations, developing innovative fundraising initiatives, and spearheading impactful engagement activities aligned with the Company's mission and goals.

Responsibilities

Business Development:

- Lead the development of Company's Business Development Strategy in collaboration with the Management Team and Program.
- Take responsibility for planning, writing, and editing local funding proposals, ensuring compliance with Company's fundraising guidelines and standards. Collaborate with various staff, including the CEO, Resources Mobilisation Unit, and Program, to ensure proposals meet donor and company's guidelines.
- Collaborate with the CED and Resources Mobilizations Unit to foster and strengthen existing donor and partner relationships. Ensure effective communication by providing regular updates on Company's work and achievements to donors and partners.
- Provide advice to the organization on shifting donor priorities. Identify and share new funding opportunities with Program Implementation, Management, and Business Development teams promptly, along with recommendations on feasibility and strategies for pursuit.
- Conduct ongoing research to identify potential business development opportunities, including private donors, public companies, and government entities within the United Republic of Tanzania.
- Collaborate closely with the CED, Contracts, Compliance, and Business Development teams to lead the development of Memoranda of Understanding for funding or partnership agreements with various organizations.
- Develop and enhance the fundraising capacities and knowledge of resource mobilization and Program staff through planning and training initiatives.
- Manage Business Development-related documentation and files, ensuring the fundraising section of the program website remains updated.

Strategic Engagement and Visibility:

- Lead the implementation of comprehensive visibility activities aligned with Company's Strategic Plan. Coordinate print materials, electronic media, event organization, article publication in newspapers, briefs, and success stories, ensuring consistent messaging.
- Identify visibility opportunities within Company's project portfolio and ensure coherent communication activities across projects for optimal impact.
- Collaborate with the CED, Management Team, and other members to bolster the Institute's profile and reputation within the development partner community and the Government of the United Republic of Tanzania, thereby enhancing overall visibility.
- Represent the Institute at donor meetings and external visibility events/forums.
- Provide support to the CED and other team members in fulfilling their representational roles and responsibilities.

Education & Qualifications

- Master's degree in a relevant field or other field such as business administration, Development Studies, Communications is highly required. Phd is added advantage
- Demonstrated experience of at least 10 years in resource mobilization, business development, or fundraising within nonprofit, international development, or similar sectors.

Characteristics

- Proven track record in successfully securing grants, managing donor relationships, and developing funding proposals.
- Exceptional communication skills, capable of effectively articulating complex ideas in both written and verbal formats.
- Strong report writing and presentation skills, including the use of graphics, diagrams, and data.
- Capability to write and edit various materials such as speeches, leaflets, briefing papers, web content, press releases, newsletters, and detailed reports.
- Strong networking and relationship-building abilities with diverse stakeholders, aligned with strategic engagement activities.
- Proficiency in project management, budgeting, and donor reporting.
- Ability to lead, mentor, and motivate teams while fostering collaborative work across departments.
- Strategic thinker capable of aligning engagement activities with organizational objectives.
- Fluency in both English and Kiswahili with extensive verbal and written communication experience.
- Highly proficient in using word processing, spreadsheet, presentation applications, e-mail, and internet tools on personal computers.
- Good understanding of production, graphic design, and photography standards
- Proficiency in web-based management systems and familiarity with media platforms including print, electronic/online, and social media for communication and brand building.
- Sound knowledge of Tanzania's ministries, particularly the Ministry of Health, development partners, NGOs operating in Tanzania, and the private sector.

Driving Licence

Not Required

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