



Job Description

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Job Title Resource Mobilisation Officer	Job Location Arusha	Category Funding & Fundraising, Project & Program Management
Job Type Full Time	Job level Manager	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Funding & Fundraising: 3 Years	Secondary Category Project & Program Management: 3 Years
Certificate -	Qualification -	

Summary

The Resource Mobilisation Officer (RMO) will manage the preparation of proposal applications (including joint bids); contribute to research and analysis of trends pertaining to donor funding and philanthropy; and support development of programmes and projects.

Responsibilities

Under the supervision of the Chief Executive Officer, the RMO's main responsibilities are:

- Lead, implement and continuously adapt an effective fundraising strategy that maximises income/contributes to funding the organisation's annual budget.
- Manage the organisation's Resource Mobilisation Advisory Committee.
- Develop a database of donors (that is regularly updated and properly managed) based on the diverse organisation programmes and membership activities.
- Work collaboratively across the organisation to contribute new ideas for fundraising including identifying potential and suitable partners for grant, sponsorship, income-generation and donation initiatives.
- Develop highly creative and targeted fundraising pitches, proposals, and presentations to present at national and international meetings/conferences.
- Perform research of prospective donors for purposes of pursuing fundraising opportunities that offer high funding potential and prioritise those that offer the most unrestricted funds.

- Monitor and manage fundraising targets, systems and procedures to provide the data required to increase fundraising effectiveness.
- Provide technical inputs to outreach/publicity material geared toward partners and potential donors.

Education & Qualifications

- A university degree in social development, business management, administration or related disciplines.
- An advanced university degree will be an added advantage.
- Course(s) or certificate(s) in resource mobilisation and monitoring & evaluation are considered an asset.

Competencies

Candidates should be able to demonstrate their working knowledge of successful and current fundraising/resource mobilisation in the context of non-profit organisations and/or private law firms on the African Continent.

- Development, monitoring and reporting skills pertaining to annual strategic and programmatic initiatives.
- Proven ability to work under pressure in multi-lingual and multi-cultural environments.
- Awareness of trusts, foundations, and donors with a development focus in particular.
- Knowledge of international organisations and not-for-profit finance.

Requirements

- At least three years of resource mobilisation/fundraising experience.

Reporting To

Chief Executive Officer

Driving Licence

Not Required

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