The Hunger Project - Uganda, a global non-profit strategic organization committed to the sustainable end of world hunger and poverty, is looking for an ambitious candidate to fill the position below:

**Job Title:** Partnership Building and Resource Mobilization Officer (PBRMO)

**Reports to:** Regional/Country Director

**Job purpose:**

This is an exciting opportunity for a seasoned, highly creative and entrepreneurial development professional with management skills to lead, skill and inspire a THP-Uganda fundraising team. The position entails finding new ways to drive financial growth and overcome challenges that are common in advocacy, partnership building and fundraising in Uganda and Africa. She/he will have a proven track record of identifying, cultivating and soliciting organizations to appreciate the unique investment opportunities offered by THP-Uganda. She/he will have an extensive network of relationships that are relevant to this work and a broad knowledge in the world of philanthropy and social entrepreneurship in Uganda, Africa and elsewhere.

The Partnership Building and Resource Mobilisation Officer will be responsible for assisting the Uganda Country Office with resource mobilization, strategic planning and growing THPU business through creating, maintaining, and facilitating effective partnerships between THPU and its collaborating and financing partners, including national governments, non-governmental organizations, bilateral and multilateral institutions, and foundations to secure resources for THPU programs. S/he will be responsible for promoting the Organisation and its achievements and be the liaison between THPU program teams and funding and implementing partners in coordinating proposal development, partner solicitation and reporting on results.

This is on a **Two-Year Contract, Renewable based on Performance**

**Duties and Responsibilities**

The specific responsibilities of The Partnership Building and Resource Mobilisation Officer include:

1. **Resource Mobilization**

   i. Oversee the formation and operating processes of all resource mobilization activities, ensuring long-term, flexible, and sustainable resourcing for THPU’s programs and deliverables. Lead the continuous engagement with development partners to build strong relations, position and elevate what THPU does while increasing its visibility.

   ii. Develop and implement a comprehensive resource mobilization strategy for THPU which specifies achievable financial targets and pipeline, reporting and tracking system and how the team can achieve them.

   iii. Lead the process of concept note/proposal development in collaboration with the Regional/Country Director, National Program Staff, the Africa PBRMO and THP Global office, to ensure that they are properly coordinated and consistent with internal program priorities, cross cutting issues and partner priorities and requirements.
iv. Develop and ensure quality standards for proposals and concept notes and ensure achievement

v. Identify and engage with traditional and innovative funding sources and potential partners to build and develop new business opportunities and strategic relationships for increasing the funding base.

vi. Coach THPU colleagues on fundraising skills, and approaches to business partnership development and resource mobilization.

vii. Collaborate with the Finance team in financial data tracking and analysis for budgeting, monitoring, and reporting and grant audit to meet program objectives and stakeholders/donor requirements.

viii. Work closely with the Global Office Team to gather and manage knowledge and intelligence to develop innovative ways of securing and expanding existing funding streams and translate this into clear messages that multi-disciplinary teams use in their engagement with different partners.

ix. Prepare updates to senior management and National Advisory Council on the status of resource mobilization and partnerships.

x. Developing and coordinating online/web-based fundraising initiatives

xi. Managing resource mobilisation functions and activities and supporting the Regional Director in managing donor relationships

xii. Coordinate the proposal development process – arranging meetings, coordinating with teams, getting approvals and making sure proposal submission is made in time.

xiii. Develop and maintain a donor scoping sheet with details of all potential donors.

xiv. Develop and maintain cultivation plans with details of high priority donors and engagement strategies with them.

xv. Maintain and regularly update the Uganda hub’s funnel with details of all existing and upcoming grants in the pipeline.

xvi. Prepare capacity statements, thematic papers, concept notes and proposals.

xvii. Ensure all submitted proposals are stored and arranged properly.

xviii. Organise and lead grant inception meetings to induct implementing staff on grant requirements.

xix. Create and distribute standard and special reports, studies, summaries, and analyses, as required, to the leadership team as and when required.

xx. Participate in budget reforecasting for all grants.

xxi. Filing of donor contracts and communications (soft and hard copies).

xxii. Work closely with Finance department to implement recommendations from audits for the Fundraising and Partnerships section.

xxiii. Ensure Reporting schedule is updated and an effective guide to support timely submission and storage of high-quality donor reports.

xxiv. Coordinate and follow up with Programmes, M&E and Finance staff for input and additional information into donors’ reports.

xxv. Work closely with the Finance team to support the preparation of donor financial reports for small and medium-term grants.

xxvi. Deliver high quality editing of reports to ensure an accurate picture of progress is presented and donor commitments are met.

xxvii. Production of fundraising status report
2. Partnerships

i. Manage a comprehensive database of partners to facilitate tracking of partnerships and outreach to potential partners to enhance collaborative effectiveness and a mutually beneficial engagement.

ii. Represent the Regional Director as delegated to promote THPU and its mission, articulating its position and leveraging opportunities for strategic collaboration and synergies.

iii. Support the Regional Director with the establishment of high-level networking initiatives to mobilize resources from traditional and new partners and sources.

iv. Map events and manage a strategic “calendar” that anticipates events that can provide THPU with partnership opportunities that can be leveraged in an effective way.

v. Support the programs team in exploring the potential of building or strengthening partnerships with pan-African organizations, RECs, policy institutes and think tanks, based on common interest and purpose.

vi. Support the Regional Director with strategic planning and coordinating the development and implementation of annual plans.

vii. Lead and coordinate the preparation, production and reporting to various partners, overseeing content development, quality control, finalization, and dissemination.

3. Perform any other duties as assigned by the Regional Director**

Required Qualifications, Experience and Competencies

Selection will be competitive based on the following candidate profile:

- Advanced University degree in Business Management, Development Financing, Public Administration, International Development, or any other relevant discipline.
- Minimum of 10 years of experience, 5 years of which is proven and established track record in fund-raising, resource mobilization, business development, development financing and partnership-building at international level. Prior experience in direct interactions with donors and financial institutions, including with private and institutional investors is desirable.
- Demonstrated experience in and understanding of the funding mechanisms and procedures for bilateral and multilateral and development partners, philanthropic organizations, private foundations or NGOs as well as in grant management.
- Knowledge of the global development financing system, results-based financing, and official development assistance.
- Experience drafting proposals for funding that were successful and that translated into financial resources from diverse sources.
- Ability to think creatively and innovatively.
- Ability to connect with people and form effective strategic alliances and present issues in a cogent and persuasive manner both orally and in writing.
- English is working language of THPU. Fluency in English is a requirement and a good working knowledge of the other language.
- Ability to effectively use software programs such as Microsoft Office Word, Excel, PowerPoint, and SharePoint.
Core Competencies

- Planning and organizing
- Teamwork and collaboration
- Communication
- Respect for organizational, intercultural, and ethical values
- Learning and Innovation

How to apply

Applications, quoting the reference “**Partnership Building and Resource Mobilisation Officer /12/2021,**” including curriculum vitae and copies of academic certificates with three (3) referees should be received at the address below by **02 February 2022**

Physically: The Hunger Project Uganda, Nakasero Lane, Kisozi Complex, Annex Building

By Mail: P. O. Box 26393, Kampala, Uganda; Tel: 256 414 232 060

E-mail: Uganda.Personnel@thp.org

Please note, only candidates under serious consideration will be contacted.

We strongly encourage qualified female candidates to apply.