

## **MISSIONS OF HOPE INTERNATIONAL**

### **JOB DESCRIPTION**

**Position:**        **Resource Mobilization Officer**  
**Reports to:**     **Director IDS**  
**Department:**   **Institutional Development & Strategy**

#### **Overall Job Purpose**

Responsible for designing and implementation of a resource mobilization/fundraising workplan/strategy and constantly follow-up the implementation of the plan in realization of fundraising targets locally. This involves designing and writing materials for communications with different prospective donors and agencies.

#### **Duties and Responsibilities**

1. Take the lead in identifying funding opportunities locally, listing them and sharing the information with the supervisor.
2. Conduct necessary donor mapping and reporting: undertake internet and other research and build contacts with potential individual donors for the activities of MOHI.
3. Develops relationships with various donors, public or private, institutional or individual, member churches or organizations.
4. Mobilize financial and non-financial resources from private sector entities, individuals and public agencies, including Churches.
5. Develop quality project and funding proposals for potential/prospective donors for MOHI's projects and operations.
6. Coordinate processing of agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals.
7. Monitor donor reporting and grant expenditure deadlines; responding to these deadlines while participating in the preparation of quality financial and narrative reports to partners/donors.
8. Monitor and maintain the proposal pipeline and generate monthly reports for management's strategic decisions.
9. In collaboration with the communications team, engage in organizational brand building including development of collateral materials to support fundraising efforts, such as brochures for external use.
10. To ensure that fundraising and resource mobilization information are up to date and available for use by the management.
11. Develop persuasive and innovative case for support and implementation of strategic donor communication plan for donor acquisition and retention.
12. Carry out in depth reviews of unsuccessful proposals to identify reasons and any lessons learned. Document, share and develop plans to address identified weaknesses.
13. Together with the relevant departments, coordinate and update the MOHI partners and sponsors on MOHI programs, fundraising goals and activities.
14. Research and monitor strategically the fundraising trends, activities and practices with existing and potential partners/donors.
15. Maintain communications with donors and respond to their inquiries about the work of MOHI.
16. As MOHI's local resource mobilization focal point, represent MOHI and network with related organizations and key institutional partners to promote MOHI programs.

17. Support the development and implementation of MOHI's long-term fundraising strategies.
18. Develop and monitor work plans and budgets related to operational and logistical issues pertaining MOHI's fundraising projects.
19. Perform any other duty as may be assigned or delegated by the supervisor.

### **Qualifications and Experience**

- At least an undergraduate degree in a relevant business discipline or in project management and at least 5 years demonstrated experience in active fundraising in a major organization(s) with tangible bilateral engagements with donors at local levels.
- A good portfolio of local fundraising contacts and associates will be an added advantage.

### **Knowledge, skills and abilities**

- High level of integrity, honesty, accountability, commitment to Christian values and professionalism.
- Excellent written and verbal communication skills, persuasive and negotiation skills and strong people skills.
- Strategic thinking, innovative, organization and planning skills.
- Ability to identify, build and maintain strong networks of funding sources.
- Strong drive, initiative and commitment to performance that produces results with proven track record.
- Ability to initiate and maintain beneficial partnerships with other organizations.
- Computer competency in MS Office suite applications, Graphic Design applications.
- Flexibility and ability to travel widely.

### **How to Apply:**

- Detailed Job Description and requirements for this position is available on our Careers Page. Applicants are directed to fill our online application form available at MOHI Careers Page <https://mohiafrica.org/careers/> and attach their application letters and CV on the same page. Deadline for applications is **Sunday 24<sup>th</sup> March 2024**, early applications encouraged. Applicants who will not strictly follow the prescribed application procedure shall not be considered.
- Only short-listed candidates will be contacted. MOHI is an equal opportunity employer and does not charge any fees for staff recruitment processes. Any canvassing will lead to immediate disqualification.

