

## Vacancy announcement: 2024-01

|   |   |                             |                              |
|---|---|-----------------------------|------------------------------|
| <b>Position title:</b><br>Resources Mobilisation Specialist (2 positions)   | <b>Team:</b><br>Resource Mobilisation   | <b>Required travel:</b> 25% | <b>Required FTE:</b><br>100% |
| <b>Reports to:</b> Resources Mobilisation Head  | <b>Roles reporting to this position:</b> None   |                             |                              |
| <b>Scope of the role</b><br>Responsible for supporting Resource Mobilisation Head in the drafting and implementation of GCERF’s Resource Mobilisation strategy, ensuring proper relationship management with existing government donors in order to maintain and increase their contributions and supporting efforts to identify and access new funding opportunities for GCERF.  |   |                             |                              |
| <b>Principal accountabilities and ownership</b> <ol style="list-style-type: none"> <li><b>Donor relationship management:</b> Ensuring proper relationship with existing government donors and devising plans of action for specific donors in order to increase their contributions.</li> <li><b>Identification of new funding opportunities:</b> Responsible for identifying new funding opportunities, producing relevant research, devising plans of action and implementing it with existing and new government donors in order to get new funding. One position will specifically focus on Arabic-speaking countries.</li> <li><b>Mobilizes internal potential:</b> Mobilizes relevant internal units and stakeholders to maximise and streamline internal assets for an optimal use with donors, in either donor outreach activities preparing donors meetings/events or delivering documents.</li> <li><b>Proposal and report writing:</b> Responsible for coordinating the full cycle of proposal and concept notes submission, including data gathering, devising proper narrative and content drafting for proposal and reporting.</li> </ol> |   |                             |                              |
| <b>Qualifications</b>   | <b>Interdependencies</b>  |                             |                              |
| <b>Knowledge/Experience/Qualifications</b> <ul style="list-style-type: none"> <li>Bachelor’s degree in International Relations, Public Administration, Development Studies, Marketing or Communications, or related field</li> <li>At least 4-6 years of relevant experience in NGO or Non-Profit organisations</li> <li>Proven experience and track record of managing relationship and working with multiple government donors</li> </ul> <b>Technical skills</b> <ul style="list-style-type: none"> <li>Experience in writing promotional materials and generating reports in relations to resource mobilisation</li> <li>Fluency in English is required for both positions.</li> <li>Working knowledge of Arabic is required for one position.</li> <li>Working knowledge of French or any other language (B2-level) is a plus.</li> </ul> <b>Personal skills and attributes</b> <ul style="list-style-type: none"> <li>Report-writing skills</li> <li>Drive for results</li> <li>Fostering teamwork</li> <li>Developing trusted relationships</li> <li>Communicating effectively</li> <li>Acting with integrity and accountability</li> </ul>      | <b>What this role must provide for key working relationships</b> <p><b>Resources Mobilisation Head (primary)</b></p> <ul style="list-style-type: none"> <li>Assist Resource Mobilisation Head in proactively engaging with key donors and managing relationships</li> <li>Support Resource Mobilisation Head in overseeing work on Junior Associates/Interns on data gathering and content drafting</li> </ul> <p><b>GCERF donors (primary)</b></p> <ul style="list-style-type: none"> <li>Provide timely and accurate information and donors related content</li> <li>Proactively engage with donors on managing contribution agreements</li> </ul> <p><b>Communications team (primary)</b></p> <ul style="list-style-type: none"> <li>Collaborate with Communications team for content creation that can be used for RM purposes</li> </ul> <p><b>Country Managers (secondary)</b></p> <ul style="list-style-type: none"> <li>Proactively coordinate data-collection and information sharing to produce RM related content</li> <li>Collaborate with Country Managers in ensuring legal and donor compliance of the grants</li> </ul> <p><b>Finance team (primary)</b></p> <ul style="list-style-type: none"> <li>Proactively coordinate data-collection and</li> </ul> |                             |                              |

information sharing to produce RM related content

**Performance and Impact team (secondary)**

- Proactively coordinate data-collection and information sharing to produce RM related content

**GCERF Secretariat staff (secondary)**

- Share relevant guidance with all GCERF Secretariat staff on RM related processes

**General information:**

- Our offices are located in Geneva, Switzerland
- GCERF offers competitive salaries and benefits package. Our contracts are for a duration of two years, renewable.
- GCERF values diversity, equality and inclusion and we hire globally. We are committed to hiring qualified candidates irrespective of age, disability, ethnicity, national origin, family status, sex, gender identity or expression, physical characteristics, race, religion, spirituality or sexual orientation. GCERF has zero tolerance towards sexual harassment, sexual exploitation and abuse as well as any form of discrimination or harassment. Our workplace is adapted to and mindful of physical access for all. Everyone at GCERF is expected to uphold our values. All selected candidates will undergo rigorous reference checks.

**Application Process:**

Deadline: 15 March 2024

As a part of the recruitment process, shortlisted applicants may be asked to complete a written assignment and participate in interviews either on-line or in-person.

How to Apply: To submit your application, please visit the GCERF website at

<https://www.gcerf.org/careers-and-opportunities/> . Please include a letter of motivation with your CV. Please send an email to [careers@gcerf.org](mailto:careers@gcerf.org) with any questions you may have regarding this vacancy