



Career with BRAC International

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone can realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programs to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organization of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact, and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year. BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first program outside of Bangladesh in Afghanistan in 2002 and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programs and social enterprises, including microfinance, education, health, agriculture, gender, and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

BRAC Maendeleo Tanzania is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

About the Programme

The Mastercard Foundation in partnership with BRAC International (BI) has initiated its Project to create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches are delivered in communities to foster the agency and voice of AGYW. They can fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

BRAC Maendeleo Tanzania is seeking applications from competent, dynamic, and self-motivated individuals to fill the following position.

Position (1): Fundraising Officer

Job Location: CHO

Purpose:

The role of the Fundraising Officer is crucial in advancing the objectives of the Fundraising Department as stipulated in the Resource Mobilization Plan. This position primarily focuses on acquiring grants from both locally and internationally donors, spanning diverse income streams and creating partnerships with potential stakeholders. As a key player, Fundraising Officer will actively contribute to the strategic efforts that drive BRAC Maendeleo Tanzania's growth and success. The Fundraising Officer's dedication to securing grants will be instrumental in ensuring the fulfillment of the organization's mission and objectives.

The Fundraising Officer will be responsible for ensuring high quality, competitive grant proposals for the budget of up to 1 mill US\$. Key responsibilities of this role will be i) Strategic partnerships, ii) Proposal Development iv). Closely working with the Senior Manager; Fundraising and Resource Acquisition in ensuring BRAC Maendeleo Tanzania is well resourced with multiyear sustainable funding to resource the strategy; v). Support Programs team on gap analysis and needs identification and package concept papers and proposals for raising funds; vi). From time to time and when need

arise, lead in updating the Resource Mobilization Plan of BRAC Tanzania to be aligned with the Global Strategy.

MAIN JOB RESPONSIBILITIES:

Strategic Partnerships:

- Working with the Senior Manager; Fundraising and Resource Acquisition, support the development, coordination, and management of BRAC Tanzania's strategic partnerships, with stakeholders such as donors and development agencies
- Creatively provide a platform for engaging potential donors and ensure BRAC Maendeleo is well marketed among donors and partners as a credible development partner for purposes of securing funding for Projects.
- Collaborate with the Communication Department to contribute inputs for the development of capacity statements, and communication and visibility materials, ensuring a compelling representation during donors' engagements
- Conducting donor mapping exercise and explore potential funding opportunities at national and international levels

Fundraising and Proposal Development:

- Proactive engagement with key stakeholders, including government, private sector, and donors, on resource mobilization.
- Aid in the enhancement of the Resource Mobilization Plan, with a specific focus on establishing a clear donor map for BRAC in Tanzania. This involves comprehensively understanding the donor landscape, including donors, stakeholders, INGOs, and programs aligned with BRAC's thematic areas
- Lead in the proposal development process for the grants with a budget of less than 1 mil US\$, including design, writing, submission, as well as strategic pre-positioning and post-submission negotiations; Work collaboratively with other departments including Programme, Finance, Procurement and Administration and others to ensure high quality proposals.
- Ensure that all proposals are approved through BI's Programme Development Standard Operating Procedures (SOP)

- Research and maintain detailed information about all BRAC's current and potential donors including their funding priorities, history with the organization, proposal documents, milestones, and upcoming deadlines to support the organization 's overall strategy
- Access, organize, and synthesize information to create accurate and well-written documents. Maintain a current database of donors and partners for easy access when need arises.

SAFEGUARDING RESPONSIBILITIES:

- Read, understand, practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

REQUIRED SKILLS/CAPACITY:

- Degree in Business Administration, Project Management, Sociology, or any relevant qualifications suitable for this role.
- Minimum of 3 years of progressively responsible experience in an international development environment that includes partnership management, negotiations, **program** development (including proposal development), and innovative
- Experience of management of (or working within) diverse teams including utilization of capacity building, coaching, and mentoring skills.
- Traceable experience in writing winning proposals for various donors
- Traceable experience in working with various donors and **specially** creating consortia with both NNGOs and INGOs in Tanzania.

- Excellent interpersonal and communication skills
- Proposal writing, project management, relationship building and research
- Excellent presentations and report writing
- Have strong interpersonal skills
- Have strong communications skills i.e., verbal and written
- Understand how to convey BRAC work in a respectable, compelling, and empowering manner.
- Excellent Communications Skills, both verbal and written
- Excellent people Management, building **long-term** relationships with potential donors.
- Ability to manage budgets and meet set targets

EDUCATIONAL REQUIREMENTS:

- Degree in Business Administration, Project Management, Sociology, or any relevant qualifications suitable for this role.

EMPLOYMENT TYPE: CONTRACTUAL

If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

Candidate needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at:
bimcf.tanzania@brac.net

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Application deadline: 05th February 2024

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.