



JOB ADVERT FOR RESOURCE MOBILISATION OFFICER

About Africa Institute for Energy Governance (AFIEGO)

Africa Institute for Energy Governance (AFIEGO) is a dynamic public policy and advocacy registered non-governmental organisation (NGO) that is dedicated to influencing energy policies to benefit the poor and vulnerable. Through its vision, AFIEGO's seeks to realise a society that equitably uses energy resources for socio-economic development.

The organisation is based in Kampala, operates field offices in the Albertine region districts of Hoima and Kasese and works in Uganda in addition to the Great Lakes regions to realise its vision.

Job Description for Resource Mobilisation Officer

General Description

AFIEGO is seeking to diversify its fundraising portfolio to serve its increasing stakeholders needs. AFIEGO is therefore seeking to recruit a **Resource Mobilisation/Fundraising officer**.

The **Resource Mobilisation officer** shall be responsible for implementing the organisation's fundraising strategy to mobilise resources for the organisation. He/she will report to the Finance and Administration Manager (FAM).

Responsibilities

- Implement the institution's fundraising strategy to meet fundraising targets, timelines and income projections.
- Identify new funding sources and regularly monitor funders for new opportunities.

<ul style="list-style-type: none"> ▪ Write fundraising proposals or applications in response to calls for proposals from donors and develop donor budgets.
<ul style="list-style-type: none"> ▪ Attract, build and maintain relationships with new and existing donors to secure long-term and increased funding for the organisation.
<ul style="list-style-type: none"> ▪ Ensure timely reporting to donors and that terms and conditions for grants are satisfied.
<ul style="list-style-type: none"> ▪ Maintain and update database of donors.
<ul style="list-style-type: none"> ▪ Keep an up-to-date email database of AFIEGO's stakeholders.
<ul style="list-style-type: none"> ▪ Develop and share monthly reports with the CEO including reporting against agreed financial targets, operational activities and annual objectives.
<ul style="list-style-type: none"> ▪ Support the development of annual budgets and expenditure budgets/forecasting for institutional fundraising.
<ul style="list-style-type: none"> ▪ Support the CEO and programmes team to prepare for meetings with donors and participate in these meetings.

Qualifications and experience

- At least a Bachelor's degree in Economics and qualifications in resource mobilization and project management.
- Experience in resource mobilization/fundraising in a busy NGO national or international setting.
- Good knowledge and experience of the principles of fundraising from trusts and foundations.
- Excellent communication and presentation skills (written and oral).
- Experience of social media and digital marketing.
- Ability to work in a team.
- Ability to work under pressure.

Technical skills

- Fundraising skills.
- Project management skills.
- Excellent writing and presentation skills.

- Excellent IT skills including skills in Microsoft Excel
- Fluent in English (verbal and written)

Interested candidates should send their applications, CVs and academic documents to afiego@afiego.org not later than February 8, 2018. Only successful applicants will be contacted for interviews.