



## VACANCY

### Resource Mobilization Manager

The **Partnership for Economic Policy** (PEP) is an international non-profit organization that links researchers globally to enhance local capacity for policy analysis in developing countries. PEP continues to expand in terms of institutional networking and sources of funding, with a growing list of donors including AusAID, CIDA, DFID (or UK Aid), IADB, IDRC, IFPRI, ILO, UNDP, UNICEF, UN Women.

**PEP** seeks to employ a qualified **Resource Mobilization Manager** to support the organization with the planning, development and management of resource mobilization activities. The selected candidate will work closely with the Research Directors, communications and coordination staff. The position will be based at the PEP Global Secretariat in Nairobi, Kenya.

Specific responsibilities of the position will include:

- Develop and implement a Resource Mobilization Strategy;
- Manage the resource mobilization functions by monitoring and reporting on the Resource Mobilization Strategy implementation;
- Conduct an environmental scan and provide donor intelligence (thematic orientations, modalities of engagement, entry points, forecasts etc.) to the Executive Director and the Research Directors to increase probability of attracting funds;
- Spearhead proposal development efforts ensuring efficient coordination with teams and the submission of high quality grant proposals in strategic priority themes worldwide;
- Develop and/or enhance resource mobilization tools as needed;
- Maintain and extend the system in place for identification and response to calls for proposals;
- Continually seek innovative means of attracting new donors;
- Monitor and maintain the proposal pipeline and generate monthly reports for management's strategic decisions;
- In collaboration with the communications team, engage in organizational brand building including development of collateral materials to support fundraising efforts, such as brochures;



- Maintain the donor database in place to ensure it is an up-to-date and dynamic document and share its contents systematically with the Executive Director and the Research Directors;
- Develop generic templates for quick response to calls where donors do not provide templates;
- Document various meetings with donors, monitor required action and accompany the Executive Director to meetings with donors, as required;
- Engage in donor relationship management to ensure donor retention and upgrades while capturing new development partners;
- Identify and cultivate relations with strategic implementing partners for prospective consortium style initiatives;
- Represent PEP at key strategic forums both locally and internationally, as required;
- Build the capacity of PEP staff, board and partners on resource mobilization, as required.

**We are seeking candidates with the following qualifications and skills:**

Essential:

- A Master's degree (minimum) in International Development/International Relations/Strategic Management/Economics or other relevant field;
- At least ten years of relevant work experience, with at least three years in a senior role in the international development sector;
- Excellent interpersonal, negotiation, networking and communication skills;
- Excellent leadership, coordination and relationship building skills;
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation;
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills;
- Demonstrated engagement with diverse donors and development partners;
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment;
- Strong self-motivation and innovative skills, with capacity to work independently and meet deadlines.



Desirable:

- Knowledge of grant management, monitoring and evaluation practices;
- Understanding of development policy research and issues related to inclusive growth and sustainable development in the developing regions;
- Familiarity with web publishing and interactive social media;
- Working knowledge of French and/or Spanish will be an advantage.

The position is for an initial fixed-term of two (2) years, renewable based on performance and availability of funds. The position comes with an attractive and competitive package. Qualified women are particularly encouraged to apply. For more information about PEP, visit our website at [www.pep-net.org](http://www.pep-net.org).

Applications will be accepted up to **24<sup>th</sup> August 2018**, or until the position is filled, whichever is earlier. Please submit your letter of motivation with a detailed CV/resume **stating your current position, current and expected remuneration**, email, telephone contacts, names and full contact details of three referees to [director@pep-net.org](mailto:director@pep-net.org).