

INSTITUTE FOR GLOBAL HEALTH AND DEVELOPMENT
Partnerships and Resource Mobilisation Officer

Job category: Global Health

Duty station: Ideally based in Guinea Bissau, other African countries could be considered.

Duration: One year

Rate of employment: 60-80% (upon mutual agreement)

Start date: August / September

About IGHD:

The Institute for Global Health and Development (IGHD) is a private, non-profit foundation whose vision is to contribute to a society where wellbeing is a universal right, not a privilege, and social justice and equity are at the forefront. IGHD aims to catalyse transformational change through quality research, analysis and policy recommendations to achieve equitable access to quality health care and economic opportunities for all. IGHD connects, collaborates and co-creates to foster science and data-driven policies, and intelligence gathering to galvanize public debate and influence health, social and economic development-oriented solutions.

By working with a diverse range of partners, including local communities, governments, non-governmental organizations, and other stakeholders, it is possible to leverage unique strengths and expertise to achieve sustainable development outcomes.

Duties and responsibilities

Under the supervision of the External Relations and Project Manager Representative the incumbent will play a crucial role in supporting the organisation's efforts to secure funding for our projects and initiatives, ultimately contributing to the organisation's financial sustainability and growth. We are seeking a motivated and detail-oriented Partnerships and Resource Mobilisation Officer to join our fundraising team. The officer must develop a resource mobilisation plan for IGHD based on potential donors and fundraising mechanisms.

The tasks for this position include:

- Develop and execute a comprehensive resource mobilisation strategy aligned with the organisations vision, mission, goals and objectives.
- Preparing pre-meeting documentation, arranging meeting logistics, taking meeting notes, and communicating with participants in support of our funding applications.
- Undertaking ad-hoc donor studies (donor policies, sectoral and geographic preferences, economic and political background, development assistance strategies etc.), research and other activities to identify funding opportunities.
- Undertaking research for possible new partnerships.
- Developing compelling grant proposals, concept notes, and fundraising pitches.
- Cultivating relationships with donors, partners, and stakeholders.
- Updating donor tracker spreadsheets including the management of grant timelines, reporting requirements, and deliverables.
- Represent IGHD at meetings, conferences and donor events to promote the IGHD's work and funding needs
- Collaborating with the communications team to promote events and engage participants.
- Other duties as assigned

Required qualifications:

Education:

University degree in areas related to international development , global health, communications, international relations, political sciences, business, marketing, management or economics from an accredited institution.

Your Profile:

- 3-4 years of related experience in fundraising, resource mobilisation, grant management and / or working on donor-funded projects.
- Good knowledge of global health issues.
- Excellent written and verbal communication skills.
- Ability to work in a multicultural environment.
- Possesses the ability to work independently, under pressure and meet deadlines.
- Excellent analytical and synthesis capabilities.
- Ease with numbers; comfortable with database tools.
- Excellent coordination and organisational skills .
- Proficiency in Microsoft Office Suite and / or Google Workspace and CRM software.

Languages:

Excellent written and oral command of English and Portuguese is **essential**. Working knowledge of French is highly desirable.

How to Apply

To apply, please upload send your CV and cover letter in PDF format to ighd@ighd-gb.org **29 July 2024**. Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for an interview. Thank you for your understanding.