



INTEGRATED DEVELOPMENT ORGANIZATION (IDO)

Juba | South Sudan | www.idosouthsudan.org | info@idosouthsudan.org | +211 922222906

JOB VACANCY – VA/IDO/023-2017

The Integrated Development Organization (IDO) is seeking qualified person for the position of Partnership & Fundraising Officer.

IDO is a national NGO working to promote just and peaceful societies in South Sudan by empowering and working with grassroots communities, vulnerable populations, and excluded societies or groups estranged and uprooted by conflicts. The key objective is for societies and groups to build resilience, to develop and to lead their post-conflict societies. For more information, please visit IDO's website at www.idosouthsudan.org

We wish to recruit interested and qualified applicant for the following position:

JOB DESCRIPTION FOR THE POSITION OF PARTNERSHIP & FUNDRAISING OFFICER

Job title:	Partnerships & Fundraising Officer - I Position
Department:	Administration & Finance
Directly responsible to:	Admin & Finance Manager
Staff supervise	1-3 persons fundraising team
Hours:	40 hours per week
Duty station	IDO office, Juba with some frequent travel
Opening date	February 2, 2017
Closing date	February 15, 2017 @ 5.30 PM
Starting date	As soon as possible

POSITION SUMMARY:

Reporting directly to the **Admin & Finance Manager**, the Partnerships and Fundraising Officer serves as a key member of the IDO's Fundraising Team in a dynamic and rapidly growing organization. This position is responsible for all fundraising and partnership development activities of IDO in the South Sudan.

MAIN PURPOSE OF THE JOB:

The Partnerships & Fundraising Officer will fill an important role within the organization by working with senior management to increase and diversify IDO's funding sources and strategic partnerships. This position is important in enabling and supporting the Organization's continued growth and provision of top basic development and humanitarian services in South Sudan.

The Partnership & Fundraising Officer will work with IDO's Senior Management Team to continue developing and implementing a robust and comprehensive resource mobilization plan. This may include building and strengthening partnerships with a wide variety of local and international organizations; multilateral and bilateral funding agencies; increasing the diversity of funding sources, including identifying new funding opportunities with governments, multilateral agencies, local and





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international public and private donors and foundations; and developing online fundraisers.

PRIMARY RESPONSIBILITIES:

In this context, under the overall guidance of the Chief Executive Officer and the direct supervision of the **Admin & Finance Manager**, the Partnership & Fundraising Officer leads and is responsible for the activities related to the Partnership & Fundraising for the IDO. More specifically, the incumbent will:

1. Lead the continued development and implementation of a robust and comprehensive resource mobilization plan for Integrated Development Organization that prioritizes funding sustainability and diversification.
2. Work with IDO's Senior Management to identify new funders at the local, national, regional, and international level. Support and partner with the Chief Executive Officer and the Senior Management Team on all major fundraising initiatives to deliver on fundraising targets.
3. Actively work with the Chief Executive Officer and senior staff to develop and implement a comprehensive fundraising strategy to include corporate, foundation, private & government grants, etc. and to develop key external alliances by cultivating individual and philanthropic support.
4. Develop and submit concept notes, letters of interest, written proposals etc. to support IDO' general budget and individual programs (e.g. PAG, Health&Nutrition, Food Security and Livelihoods, Protection and Education program, etc.).
5. Develop and manage IDO' online fundraisers.
6. Identify new partnerships/relationships and strengthen existing partnerships/relationships to enhance IDO' ability to offer a comprehensive range of development and humanitarian services.
7. Assist with donor reporting and build the capacity of IDO's programmes, finance and operation staff in this area.
8. Work with the Communications and M & E Officers to strengthen fundraising efforts through data and statistics.
9. Manage a 1-3 person fundraising team and effectively strengthen the organization's overall fundraising capacity.
10. Expand and diversify IDO's funder base/pipeline and work closely with other team members to secure funding for new initiatives/projects.
11. Have primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach.
12. Oversee research funding sources and trends, with foresight, to help position IDO ahead of major funding changes or trends.
13. Monitor all partner information; provide and present statistical analysis to the Senior Management Team.
14. Develop and implement a stewardship program aimed at cultivating deeper ties with partners and increasing their giving.
15. Collaborate with other partner NGOs on fundraising, development& humanitarian work.
16. Report regularly to Admin & Finance Manager and the Chief Executive Officer on progress of partnerships & fundraising and produce recommendations for review by Senior Management Team and the Board of Trustees and assist with other duties as needed.





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PERSON SPECIFICATION

Professional Experience:

- Minimum two years of experience in resource mobilization/fundraising, organizational development including project development, grant writing, and organizing online fundraisers with personal experience in growing portfolio by over \$0.5 million USD.
- Tangible experience of having expanded and cultivated existing funding relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of funders and build long-term relationships
- Good understanding of development and humanitarian sector in South Sudan.
- Ability to manage multiple, sometimes conflicting priorities and work cooperatively to build networks and satisfy needs of internal and external stakeholders.
- Demonstrated ability to work sensitively with diverse people, cultures and communities; a leader who can positively impact both strategic and tactical fundraising initiatives.
- High energy and passion for IDO's mission and values is essential.
- Ability to construct, articulate and implement annual strategic fundraising plan.
- Strong organizational and time and project management skills with exceptional attention to detail and deadlines.
- Excellent verbal and written communication skills in English.
- Excellent computer skills and familiarity with MS Office (Word, Excel, Outlook, PowerPoint)
- Ability to understand and use web based applications and platforms.
- Readiness for regional and international travel.
- Strong initiative and the ability to think creatively
- Ability to work independently and as a member of a team
- Experience engaging with a range of donors, including governments, multilateral agencies, and local and international public and private donors and foundations

Academic Qualifications:

- Bachelor's degree required, Master's is an added advantage in international development, fundraising, philanthropy and organizational development.

HOW TO APPLY:

Qualified applicants should send their updated CV, Motivation letter and copies of credentials, including contact details and two referees to Human Resource Officer through humanresource@idosouthsudan.org or to Hand Delivery to IDO office in Munuki Block (C), Plot No.132

Applications received after this date will not be considered. Only qualified candidates should apply, and only those who have been short listed will be contacted for an interview.

Integrated Development Organization provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

