CHILD'S DESTINY AND DEVELOPMENT ORGANIZATION

(CHIDDO)

"Fulfilling children's needs through development"

External Job Advertisement

CHIDDO'S BACKGROUND	Child's Destiny and Development Organization (CHIDDO) is a non-partisan and non-profitable child focused organization founded on 25/11/2001 with primary aim to provide quality humanitarian and development services to vulnerable children and adults. It had been registered by Relief and Rehabilitation Commission (RRC) amended NGOs Act 2016, Chapter III, and Section (10) with registration No **231**. CHIDDO has field liaison offices in Unity and Central Equatoria States respectively providing developmental and humanitarian multi-sectoral interventions that include Basic Quality Education, WASH, integrated Nutrition into Maternal and Child Healthcare Education, Child Protection, School Feeding Activity, GBV, Food Security and Livelihood, Climate Change and Clean Energy, Capacity Strengthening and Advocacy working closely with local communities. **Job Summary** The Fundraising & Resource Mobilization Officer is responsible for supporting and coordinating CHIDDO's efforts to secure financial, technical, material, and strategic resources to support its programs, projects, institutional development, and long-term sustainability. The F&RM Officer will lead and support fundraising activities, research for call for proposals, donor mapping, funding opportunity identification, proposal and concept note development, donor engagement, partnership development, fundraising campaigns, grant acquisition, donor engagement, and resource mobilization reporting. The F&RM will work closely with National/Executive Director, senior management and the Programs, Finance, MEAL, and other relevant teams to develop competitive funding applications and establish sustainable relationships with donors, partners, foundations, private-sector organizations, and other resource providers.
Position	Fundraising & Resource Mobilization Officer
Department	Resource Mobilization & Partnerships
Contract Type	Full-time
Location	Juba with possible field visits
Start Date	27/10//2026
Duration	6 Months (Extension and renewal depends on funding availability)
Reports To	National Director
Opened For	South Sudanese **only** (*qualified, experienced and competent female professionals are encouraged to apply*)

28 OCT 2026

MAN RESOURCE DEPT.

- ✦ Coordinate donor meetings, follow-up actions and maintain accurate records of donor communications and engagements.
- ✦ Prepare correspondence and follow-up communications and track donor commitments and outstanding actions.
- ✦ Support donor visits, CHIDDO's presentations and provide timely responses to donor requests and queries.
- ✦ Identify potential opportunities to strengthen existing and prospective long-term donor rapport and mutual relationship-building.

Individual and Public Online Fundraising Campaigns

- ✦ Support the development of individual giving strategies through the development of online platforms, offline fundraising campaigns, events, appeals and other fundraising activities.
- ✦ Develop fundraising messages, campaign materials and maintain appropriate records of fundraising campaigns and results.
- ✦ Support donor acquisition, retention activities and support ethical and transparent communication with individual supporters to promote fundraising initiatives.

Partnerships and Consortium Development

- o Conduct regular partners and donors mapping and stakeholder analysis to identify potential strategic partners and donors in line with CHIDDO's thematic areas.
- o Conduct regularly research to identify potential partners and consortium opportunities with national and INGOs within the country.
- o Support partnership due diligence, capability statements, partnership discussions, memoranda of understanding, partnership agreements and profiles.
- o Support joint proposal development, partnership meetings in as assigned and maintain CHIDDO' strategic partnerships records.

Grant Acquisition and Management Support

- O Support the transition of successful proposals into grant implementation, preparation of grant amendments, budget revisions and maintain copies of grant agreements and donor requirements.
- O Ensure approved proposals and budgets are properly handed over to program and grants teams and track grant deliverables and reporting deadlines.
- O Coordinate input for donor reports, support communication with donors regarding project modifications.
- O Maintain an overview of active grants, support grant close-out processes and document lessons learned from funded projects.

Donor Reporting and Compliance

- ✞ Support timely preparation and submission of donor reports and maintain an updated donor reporting calendar and guidelines.
- ✞ Coordinate collection of programs and financial information for reports reviews and submission to ensure consistency within the approved proposals.
- ✞ Ensure donor reporting requirements are communicated internally and support in responding to donor questions and requests for clarification.
- ✞ Support compliance with grant agreements and donor regulations and maintain records of submitted reports to donors

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28 OCT 2026

	✞ Identify potential foundations, trusts, corporations, philanthropists, private-sector partners, and institutional donors. ✞ Identify local opportunities for consortium and strategic partnerships and maintain accurate donor intelligence and institutional knowledge. **Proposal and Concept Notes Development** ▯ Coordinate the preparation of funding proposals and concept notes and develop highquality expressions of interest and funding applications. ▯ Review donor guidelines and requirements and prepare accordingly proposal development schedules and internal deadlines. ▯ Coordinate contributions from technical program, finance, MEAL, operations teams to draft proposal narratives and concept notes. ▯ Develop clear and succinct problem statements, needs analyses, theories of change, logical

	frameworks, objectives, outcomes, outputs, activities, results frameworks and indicators. ▯ Develop CHIDDO's capacity statement, institutional background sections, sustainability and project exit strategy sections. ▯ Incorporate gender, disability inclusion, safeguarding, accountability, protection, and other crosscutting issues where relevant into the proposals and concept notes. ▯ Ensure proposals are evidence-based and aligned with donor priorities to ensure consistency between proposal narratives, budgets, logframes, work plans, and indicators. ▯ Coordinate internal review, approval processes and maintain a repository of submitted proposals with documented lessons learned from successful and unsuccessful applications. ▯ Incorporate feedback from management and technical reviewers and ensure proposals are submitted timely. **Proposal Budget and Financial Coordination** o Work closely with the Finance department and procurement to develop proposal budgets to ensure budgets accurately reflect proposed activities. o Coordinate the preparation of budget narratives and justifications and review budgets against donor eligibility requirements. o Ensure consistency between financial and narrative components of proposals to identify potential funding gaps in proposed projects. o Support preparation of costed work plans, coordinate revisions to proposal budgets to ensure that CHIDDO's cost-recovery requirements are considered where applicable. o Maintain copies of approved proposal budgets and coordinate with Finance to ensure that budget assumptions are realistic and defensible. **Donor Relationship Management** ✦ Develop and maintain professional relationships with existing donors and prospective strategic partners in consistence with CHIDDO's policies ✦ Support senior management in donor engagement activities, prepare donor briefing notes, profiles and presentations in donor meetings.

28 OCT 2025
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DUTIES AND RESPONSIBILITIES	**Fundraising and Resource Mobilization** ○ Support the development and implementation of CHIDDO's fundraising and resource mobilization strategy. ○ Develop monthly, quarterly and annual fundraising and resource mobilization work plans with specific targets. ○ Translate CHIDDO' strategic priorities and expectations into practical fundraising and resources mobilization objectives and activities. ○ Identify short-, medium and long-term fundraising and resources mobilization opportunities and relevant techniques to implement them.

○ Develop and maintain comprehensive fundraising and resource mobilization pipelines and monitor progress against specific fundraising targets. ○ Identify funding gaps and recommend appropriate resource mobilization approaches and strategies accordingly. ○ Support diversification of CHIDDO's funding base and identify opportunities for unrestricted, restricted, institutional, long term-based, corporate, philanthropic, and other forms of funding. ○ Support the development of innovative fundraising approaches that contribute to CHIDDO' financial sustainability and income diversification strategies. ○ Prepare weekly and monthly fundraising and resource mobilization updates for the National Director and senior management. ○ Identify emerging trends that may affect CHIDDO's fundraising prospects and support the integration of fundraising priorities into CHIDDO and program planning. **Capacity Strengthening and Learning** ▯ Conduct capacity strengthening for CHIDDO Board members and staff on fundraising strategies, resource mobilizations techniques and proposal development skills. ▯ Develop and maintain proposal templates and fundraising tools and maintain a library of successful proposals and concept notes. ▯ Document fundraising lessons learned and share donor intelligence with CHIDDO senior management and relevant Programme teams. ▯ Keep up to date with fundraising and donor trends and provide internal learning sessions on donor requirements and fundraising practices. **Donor Research and Funding Opportunity Identification** ✞ Research prospective donors and funding partners nationally, regionally and globally and maintain an up-to-date donor profile or database. ✞ Monitor donor social media outlets, webinars, websites, funding portals, newsletters, and other relevant sources to explore funding opportunities. ✞ Track and follow up submitted calls for proposals, grants, tenders, expressions of interest, and partnership opportunities. ✞ Research new donor priorities, geographic focus, thematic/sectoral priorities, eligibility criteria, and funding mechanisms. ✞ Monitor and track donor funding cycles, application deadlines, emerging sources of funding trends and changes in funding priorities. ✞ Assess funding opportunities against CHIDDO's strategic priorities and technical capacity as well as maintain a funding opportunity calendar. ✞ Prepare donor opportunity briefs for senior management and relevant CHIDDO's Programme and support departments.

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	• Ability to communicate effectively with senior management and external stakeholders. • High level of professionalism, integrity, discretion, and confidentiality. **Working Relationships** **Internally** ○ Executive Director/Senior Management, Program Manager/Officers, Project Managers/Officers ○ Finance Manager/Finance Department, MEAL Department, Human Resources Department, Field and technical teams **Externally** The Fundraising & RM Officer **may** interact with: ✦ Donors and funding agencies, UN agencies, INGOs and national NGOs ✦ Foundations and trusts, development partners, consortium partners **Authority and Accountability** ✞ F & RM Officer is accountable to the designated supervisor for the quality, accuracy, confidentiality, and timely completion of assigned resource mobilization activities ✞ The Fundraising & Resource Mobilization Officer is accountable to the Executive Director for the quality, accuracy, confidentiality, and timely completion of assigned resource mobilization responsibilities. ✞ The Fundraising & RM Officer shall not make financial, contractual, or legal commitments on behalf of CHIDDO unless such authority has been formally delegated. ✞ All fundraising and partnership activities shall comply with CHIDDO's policies, procedures, approval mechanisms, donor requirements, and applicable laws and regulations. **Safeguarding, Compliance and Ethical Responsibilities** ▯ CHIDDO has zero tolerance for any forms of sexual exploitation, abuse and harassment and requires all its employees and partners to comply with this Policy. ▯ CHIDDO requires all staff and partners to sign and comply with its Conflict-of-Interest Policy, Professional Ethic and Staff Code of Conduct, Anti-Fraud, and Corruption and Bribery Policy, Whistle Blowing Policy and Child Protection Policy. **Fundraising & RM Officer Must:** O Comply with CHIDDO's Professional Code of Conduct and Ethics. O Comply with safeguarding and protection policies. O Promote accountability, transparency and confidentiality. O Prevent and report suspected fraud, corruption, abuse, exploitation, and conflicts of interest through established mechanisms. O Ensure that fundraising communications are accurate, respectful, and evidence based. O Protect organizational and donor information. O Promote equality, inclusion, dignity, and respect in all professional engagements.
Application Process & Deadline	If you meet the above requirements, please send your Motivation Letter, updated CV, photocopies of your academic documents and South Sudanese National ID addressed to HR Officer, on E-mail: hro@chiddoss.org and copy nd@chiddoss.org. **Physical address**: Child's Density and Development Organization (CHIDDO), Juba Head office, Kololo Road, Juba Nabari Estate, P. O. Box 455, Juba, South Sudan. **Deadline is Tuesday, 10/Nov/2026** at **4:00 pm** from **Monday - Friday** during working hours. Applications submitted after the deadline will not be received/ accepted. ***Female applicants are highly encouraged to apply***. **NB**: Only shortlisted candidates will be contacted. Please mark as " ***Application for the Position of Fundraising & Resource Mobilization Officer"***

28 OCT 2026

Qualifications & Professional Experience Requirements	**Required Qualifications and Experience** **Education** - Bachelor's degree in development studies, International Relations, Business Administration, Public Administration, Communications, Project Management, Social Sciences, Economics, or a related field. - A master's degree in a relevant field is an advantage. **Professional Experience** - At least 3–5 years of progressive and professional experience in resource mobilization, fundraising, proposal and business development, grants management and partnerships - Demonstrated experience in developing concept notes and funding proposals. - Experience in fundraising work within INGOs, NNGOs, civil society organizations, humanitarian organizations, development agencies, or other nonprofit institutions. - Experience working with institutional donors and development partners is desirable. - Experience coordinating multidisciplinary proposal development teams. - Experience in donor reporting and grant management is an advantage. **Required Skills and Competencies** - Excellent in English writing and editing, proposal, concept note writing skills - Strong research, analytical, donor intelligence and opportunity identification skills. - Strong interpersonal, relationship-building skills, organizational and time-management skills. - Ability to manage multiple priorities and tight deadlines with strong attention to detail and good financial and budgeting skills. - Knowledge of project cycle management, logical frameworks and theories of change. - Good understanding of donor compliance requirements. - Strong computer skills, particularly Microsoft Word, Excel, and PowerPoint. - Ability to work independently and as part of a multidisciplinary team.

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27.10.2026

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