



# JOB DESCRIPTION:

## Business Development and Funding Officer

### Introduction

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. We currently work in over 93 countries, and focus primarily on women and girls as the most disproportionately affected by poverty, while engaging men and boys through our work too.

CARE’s East, Central and Southern Africa Regional Office (ECSARO) is responsible for the oversight of CARE’s operations as well as the provision of support to 15 Country Offices in the region. For more information about our work, please visit [www.care.org](http://www.care.org)

Institutional income is increasingly important to CARE. Such institutional sources (including multilateral and bilateral agencies and donors) typically have decentralised operations, budgets and decision making structures throughout the world. To engage effectively with these organisations, CARE has an established global - architecture that mirrors its key institutional relationships, builds stronger partnerships and delivers greater impact and influence at country, regional and global levels. This operational architecture also enables CARE to more readily pursue multi-country / regional opportunities that are increasingly offered by institutional donors to address transnational issues to most effectively mobilise resources.

### Overview of the Role

Based on CARE’s strategies in Rwanda and Burundi, and in accordance with CARE 2030 vision, the Business Development and Funding Officer (BDFO) will support in leading on new business development in support of Rwanda and Burundi, creating, identifying and accessing new funding opportunities; contribute in maintaining a consistent standard of donor relationship and high-quality proposal development across the two country contexts; and will actively seek to grow income for the CARE country programs through (national, multi country or global) funding opportunities and consortium partnerships.

The BDFO will be expected to work alongside the country teams and CARE USA in operationalizing the results of the donor mapping and be the primary link for accessing technical fundraising assistance and support from the confederation’s fundraising architecture and especially all the (current and potential) CMPs of countries both at global and at regional ECSA levels.

<b>Reports To:</b>	<b>Country Director</b>	<b>Location:</b>	Kigali
<b>Supervises:</b>		<b>Grade:</b>	

### Key Responsibilities

<b>1. Strategic research and donor engagement</b>	<b>Level of Effort: 20%</b>
Develop donor engagement/cultivation plans for various level of management in the Country Office(CO)	
works on preparing pitches/capacity statements to relevant donors	
works on increasing internal and external visibility	
Map out existing and potential opportunities for donor engagement and fundraising based on existing documents and updated consultations with staff, donors, and UN agencies	

<b>2. Bid development and resource mobilization</b>	<b>Level of Effort: 40%</b>
Prepare internal timelines for proposal development and coordinate with CIM or donor to prepare quality proposals in line with donor requirements and according to the time frame	
Prepares all necessary groundwork for proposal development and bid management, helps assemble bid development teams, provides effective bid project management and undertakes quality assurance and compliance check of donor proposals to ensure high quality competitive proposals in order to successfully secure institutional donor funds at scale	
Potentially contribute if needed in writing/editing proposals in coordination with program staff. Oversee and accompany program staff around contract management and report development	
lead on Inception Workshops for grants/contracts.	

<b>3. Coordination</b>	<b>Level of Effort: 30%</b>
Co-ordinates business development processes and funding activities with relevant CARE staff in country and at regional level as well as with CUSA and CMPs, and reports on progress to the supervisor	
Links with the confederation funding architecture to access intelligence, opportunities and skills	
Participates and actively engages in relevant regional Funding bodies. Together with the program team in country, coordinates submissions, including multi-country and multi-affiliate submissions. This includes leading proposal development processes, ensuring inclusive and quality risk assessment, quality program, design, narrative and budget development and internal approval	
Act as the focal point for Burundi and Rwanda for regional/global submissions.	

<b>4. Learning &amp; capacity</b>	<b>Level of Effort: 10%</b>
Support learning events within/between the two countries based on the review/feedback (re. strengths and weaknesses) of specific proposal/concepts submission.	
Share resource mobilization documentation and tools in support to capacity strengthening for selected/priority staff.	

### Job dimensions

- Engagement both internally and externally on proposal development, funding opportunities, and donor strategies.
- Responsible for growing income from donors working in country and region for the confederation.
- Collaborates with colleagues in different parts of the organisation including programs, finance, human resources, logistics, and funding.
- Provides leadership in the design, coordination, and delivery of agreed strategies and plans for resource mobilisation.
- Contributes to income and budget planning processes according to agreed CARE processes.
- Supports in engagement with external stakeholders in the development of consortia bids for country (and potentially multi-country) programs.
- Works across the program funding function to ensure coherence, consistency and quality in fundraising efforts and results.
- Supports learning efforts to expand staff capacities in resource mobilisation

### Additional General Responsibilities

- Keep up-to-date with CARE's emerging strategies and approaches and contribute proactively towards implementation
- Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
- Carry out other duties as requested by the Technical Team Leader

## Requirements for the Role

### Educational Qualifications

- Minimum requirement is a university degree or equivalent in Business Administration, Law, Economics, or International Development or other relevant experience.

### Technical Skills, Experience & Knowledge

#### Essential:

- Demonstrable experience and success in engaging with bilateral and multilateral donors for an international agency like CARE
- Demonstrated ability to devise and implement resource mobilisation strategies
- Proven ability to identify new business opportunities and partnerships
- Proven experience in project management and process improvement
- Experience of working with and coaching technical teams to develop complex program proposals that are funded by institutional donors
- Ability to work effectively with others in a team across institutional boundaries and business units. Proven ability to utilise talent and expertise of team members to achieve objectives
- Ability to adapt and work within a multicultural, multilingual, and multidisciplinary environment
- Superior verbal and written communications and writing skills in **English and French** with ability to analyse and synthesise complex issues into appealing presentations/pitches/proposals
- Strong proven ability to identify and articulate strategic and policy issues through effective oral and written briefs
- Proven facilitation skills
- Excellent computer skills, including various office applications and internet navigation
- Solid understanding of a rights-based approach and gender sensitive, and experience in the NGO sector

#### Desirable

- Experience with USAID, EU guidelines and procedures
- Work experience in the Great Lakes or the wider region (ECSA)
- Good knowledge about key issues of development and transition in the INGO sector
- Experience in marketing and/or communication

#### Competencies:

Competency	Level 1 <i>Individual contributor</i>	Level 2 <i>People &amp; Process Manager</i>	Level 3 <i>Organizational Leader</i>
Inspire & Develop Others			√
Impact Focus			√
Facilitate Change			√
Cross Cultural Adaptation			√
Business Knowledge			√

#### Signatures:

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date: