

VACANCY

Resource Mobilization Manager

About NMB Foundation:

NMB Foundation is a not-for-profit Corporate Social Investment arm of NMB Bank Plc, which was established in 2021 to scale up its intervention in carefully chosen pillars that impact the lives of majority of Tanzanians. NMB Foundation programs are designed to address issues of relevance specifically within the thematic areas of Education, Health, Agriculture, Environment and Entrepreneurship. NMB Foundation dedicated to driving positive social change and sustainable development within our communities. With a keen focus on these five thematic areas, we have been actively working to create lasting impacts and meaningful transformation in the communities we serve.

The Role

Reporting to the General Manager, The Resource Mobilization Manager provides strategic leadership, coordination of donor engagement and fundraising proposal development. S/he uses an entrepreneurial approach in working with the NMB Foundation team to develop and submit high-quality institutional and high-value donor proposals that are aligned with defined priorities, demonstrate impact, and offer value for money.

S/he is proactive in identifying new and non-traditional sources of funding from a range of institutional donors and working to leverage NMB Foundation's funding prospects. S/he builds the capacity of staff to develop and manage strategic consortium partnerships with other NGOs and private sector organizations. The incumbent is responsible for analyzing and managing the relationship with NGOs, private and global partners, and all fundraising channels and activities, ensuring engaged and long-term partnerships, as well as flexible and unrestricted resources for NMB Foundation.

Key Responsibilities

Technical Leadership in Proposal development:

- Develop and execute a Resource Mobilization plan by assisting in identifying new donor prospects and deepening relationships with existing donors.
- Coordinate and support the team to develop sound proposals according to the Resource Mobilization plan and NMB Foundation's strategic objectives.
- Initiate and lead all aspects of proposal development for NMB Foundation in collaboration with selected proposal development teams.
- Serve as the lead writer on specific co of the proposal by facilitating strategy discussions, drafting the narrative (including executive summary, technical approach, staffing and management, monitoring and evaluation, and organizational capabilities) and incorporating reviewer feedback.
- Establish and enforce timelines, designate roles and responsibilities, and identify partners, at the different stages of proposal development.
- Manage proposal development processes and ensure adherence to NMB Foundation's policies and procedures.
- Review, revise and edit proposals developed by the team members for soundness and compliance with donor requirements.
- Coordinate and manage strategic consortium partnerships with appropriate local and international NGOs, CSOs, academic organizations and private sector firms for specific proposals to leverage NMB Foundation's chances of success in competitive calls for proposals and tender bids.
- Prepare monthly reports on the pipeline, bid submission, bid wins/losses, and submit to the General Manager.
- Keep a repository of all the proposals submitted by all the Programme departments.

Donor Intelligence, Funding Opportunity Identification and Tracking:

- Work with the program team to gather, update and share intelligence on upcoming opportunities, pipelines, and donor priorities.
- Conduct Donor intelligence gathering.
- Develop, nurture, and cultivate relationships with donors and strategic partnerships that grow NMB Foundation resources.
- Identify and negotiate potential consortium partnerships with other organizations.
- Identify and negotiate potential support and co-funding opportunities from different donors for NMB Foundation programmes sustainability.
- Regularly send out an updated tracker with information on funding opportunities to the Head of Programmes.
- Maintain an up-to-date register of all donor databases.

Resource Mobilization Strategy:

- In collaboration with the General Manager and members of the Team, develop, plan, implement, manage, and oversee all aspects related to resource mobilization for the organization.
- Present the resource mobilization strategy for review and once signed off, communicate, and develop an annual work plan aligned to the strategy.
- Identify new institutional, government, corporate and private donors.
- Create and maintain all donor files in hard copy and on the shared server. The files must include all key information including contracts, proposals, budgets, financial, narrative and audit reports and key communication with the donor including request for change to the budget.

Capacity Development:

- Build the capacity of NMB Foundation staff through coaching, mentorship, and direct training to participate in technical and cost proposals and other business development efforts.
- As a member of the NMB Foundation resource mobilization team, contribute to the continuous improvement of NMB Foundation's systems for identifying, tracking, and pursuing new business opportunities, developing proposals and budgets, and managing institutional knowledge.
- Support learning environment, share information and maintain confidentiality.

Knowledge and Skills required.

- Excellent writing, reasoning, and analytical skills
- Capacity building experience including training and skills development.
- In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic.
- 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.
- Knowledge of/experience with policy/advocacy and communications, and how to successfully incorporate them into resource mobilization efforts.
- Excellent interpersonal and influencing skills in developing relationships of mutual trust and partnership with internal and external partners and stakeholders; experience in building coalitions.
- Ability to work effectively in a multi-cultural environment both independently and in teams, effective in time management skills and meet deadlines.
- A self-starter, with good judgment, the ability to work in a fast-paced environment and adapt quickly to changing needs and priorities.
- Excellent English and Kiswahili language skills (written, reading, and spoken)

Qualifications and Experience required.

- Minimum of Bachelor's degree in Social Sciences, Humanities, Development Studies, Human Rights, Political Science or other relevant discipline. Master's degree is an added advantage.
- Minimum of seven years' experience with an NGO in a senior programme funding raising position involving proposal development and donor liaison.
- Experience in developing successful proposals and/or tender bids to the EU, FCDO and the UN as well as other institutional donors including but not limited to NORAD, SIDA, DANIDA, GIZ, USAID and other cooperations.
- Experience in developing successful proposals to private donors –trusts and Foundations, high net worth individuals and/or corporates.
- Extensive experience in research and policy-level analysis.
- Experience in design, monitoring, and evaluation of development projects.

How to Apply

- Interested applicants who meet the above requirements are encouraged to send their applications along with a detailed CV and Motivation letter. Applications addressed to the General Manager should be sent via email with the subject "Resource Mobilization Manager" to the following email careers.nmbfoundation@nmbbank.co.tz
- The position should be the subject of the email application. Only shortlisted candidates will be contacted. The deadline for submitting the application is on 14th June 2024.

NMB Foundation is an equal opportunity employer. Women and people with disability are highly encouraged to apply.