



CARE International works around the globe to save lives, defeat poverty, and achieve social justice. We seek a world of hope, tolerance, and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls at the center because we know that we cannot overcome poverty until all people have equal rights and opportunities.

CARE Zambia an International Non-Governmental relief and development organization with various projects in Eastern, Muchinga, Luapula, Lusaka, Northern, and Southern provinces of Zambia, has the following vacancy at the Head Office in Lusaka.

**Job Title:** Resource Mobilization and Partnerships Manager

**Reports to:** Deputy Country Director – Programs

**Type of Contract:** Fixed Term

### Job Summary

The Resource Mobilization and Partnerships Manager will be responsible for coordinating the development and implementation of Care Zambia’s Resource mobilization strategy in line with the strategic Direction. S/he will build on proactive documentation and strategic dissemination of successes and lessons learned from Care programs, to position Care as a partner of choice among donors, government, and other partners; coordinate the development and presentation of proposals to potential donors and partners; and provide support to teams on compliance to donor requirements during project implementation. In addition to direct accountability to the Deputy Country Director - Programs, the role involves collaboration with others in a matrix format. S/he should demonstrate strong external orientation, and capacity to deal with ambiguity and thrive in a matrix setup.

The position will spearhead the efforts towards strengthened brand recognition for CARE in Zambia. S/he will lead team efforts to review current and future needs and trends and make concrete, data/evidence-based propositions for new business ideas that excite the team in the collective drive to improve revenue/income, partnerships, and donor base.

The Resource Mobilization and Partnerships Manager will institutionalize leadership behaviours, organizational culture, tools, and processes that enhance organizational competitiveness, brand visibility, and the International growth of income and partnerships in line with the Strategic ambition of CARE Zambia.

Area of delivery	Scope and expected outcomes
<b>Strategy 30%</b>	<ul style="list-style-type: none"> <li>▪ Develop/adapt/update a resource mobilisation strategy, focussed on increasing income/revenue, and with additional focus on multi-year funding.</li> <li>▪ Develop/adapt/update systems and tools to help institutionalise an effective, efficient, and accountable Resource Mobilization process.</li> <li>▪ Conduct targeted capacity development for key staff at relevant levels focussing on increasing organisational competitiveness, brand visibility, and growing income and partnerships.</li> </ul>
<b>Marketing 20%</b>	<ul style="list-style-type: none"> <li>▪ In coordination with Strategic Program Area leads and comms &amp; advocacy, develop/adapt/update and proactively disseminate capacity statements, abstracts, and other information products that raise awareness of CARE’s capabilities and achievements in Zambia</li> </ul>

	<p>among targeted donors and partners. These shall be well thought through, aligned with the strategies of the selected donors, and disseminated as unsolicited and on a regular basis.</p> <ul style="list-style-type: none"> <li>▪ Arrange business development meetings with prospective donors, partners (including local/Zambian NGOs and private sector), and CMPs; and coordinate the follow-up actions, ensuring decisiveness and timeliness.</li> <li>▪ Develop/adapt/update, organize and methodically disseminate information products on CARE's strategic themes and approaches, targeting donors and potential partners. These efforts shall include intentionally profiling CARE and turning competition into collaboration.</li> </ul>
<p><b>Coordination 10%</b></p>	<ul style="list-style-type: none"> <li>▪ Coordinate technical, MEAL and Awards Management teams to review new business ideas that can improve income/revenue (together).</li> <li>▪ Lead internal processes, working with the Deputy Country Director to coordinate Country Office on Go/No-Go, pre-IPIA and IPIAs until the signing of donor contract/agreement (including IPIA reviews), for all new funding opportunities /proposals.</li> <li>▪ Developing proposal quality/responsiveness checklist and coordinate with relevant colleagues and partners to ensure responsiveness, completeness and competitiveness as regards design, technical narrative, budgeting, and other requirements.</li> </ul>
<p><b>Partnership Development 10%</b></p>	<ul style="list-style-type: none"> <li>▪ Coordinate the development of CARE Zambia's fit-for-purpose Partnership Development Strategy.</li> <li>▪ Coordinate partnership mapping and engagement plan for Care in Zambia, in line with the Care's strategic ambitions, Regional Road map, and Zambia-specific annual commitments (Annual Canvas).</li> <li>▪ Provide technical support to CARE's leaders for each Strategic Objective and Technical Advisors in partner engagement strategies for specific projects (concept notes and proposals).</li> <li>▪ Facilitate organizational capacity self-assessments and organizational capacity improvement plans (using proven tools like OCA/OCI). The scope of this task includes initiating projects (i.e. soliciting funds) focussed on capacity building for local organizations as appropriate.</li> </ul>
<p><b>Culture 10%</b></p>	<ul style="list-style-type: none"> <li>▪ Strengthen data-based decision-making through research and analytics that support recommended courses of action; and, where appropriate, show courage to challenge the status quo.</li> <li>▪ Promote a culture of intra-team accountability by, among other things, developing a RACI matrix and metrics based on agreed KPIs, workplans and targets.</li> <li>▪ Promote a culture of learning and continuous improvement by, among other things, instituting retroactive process reviews (after concept notes and proposals are submitted to donor).</li> <li>▪ Promote stronger use of 21<sup>st</sup> century organisational tools (e.g., digital solutions like SharePoint and Team), with a view to enhance collaborative work culture and break down retrogressive elements</li> </ul>



	of bureaucratic/hierarchical communication.
<b>Information Management 10%</b>	<ul style="list-style-type: none"> <li>▪ Co-ordinate program management, communication &amp; advocacy, program support and Finance/Awards Management teams to develop/produce relevant tools/templates and information necessary for an agile BD/RM system.</li> <li>▪ Ensure all approved proposals/concept notes and contracts are uploaded and documented on SharePoint system.</li> <li>▪ Ensure that all key information is organised methodically and stored in secure and accessible manner.</li> </ul>
<b>Post Award Management 10%</b>	<ul style="list-style-type: none"> <li>▪ Coordinate the relevant program/strategic objective leads to conduct thorough kick-off and close-out meetings for each project.</li> <li>▪ Support program/strategic objective leads in modifications of existing project agreements.</li> <li>▪ Engage program/strategic objective leads in maintaining oversight of the on-line projects filing system</li> </ul>
<b>Effective Team Management</b>	From time to time, supporting other strategic business engagements to the extent of its relevance for this role and with the express approval of the supervisor.

### **Qualification, Experience, and Competencies:**

- Master's degree in any of the following relevant fields; Business Management, Public Administration, Economics, Political Science, Social Sciences, etc. from a recognized university.
- Bachelor's Degree in any of the field related to Care Zambia's Strategic program Areas (e.g. Education, Agriculture, Climate, Health, nutrition, etc) is an added advantage.
- At least 5 years' experience in a similar role or senior management role that included.
- At least 5 years in an international NGO, with Successful Resource Mobilization and Partnerships record in a similar role over time.
  - Deep understanding of Business Development/Resource Mobilisation systems in NGO sector, with traceable experience in a similar role in a similar organisation to CARE International.
  - Concept note and proposal development, with a record of successful multi-year funding from philanthropies/foundations and institutional donors (notably USAID, GAC, EC, FCDO, etc).
  - Partnership development skills, with record of successful consortia development, including coordination of co-designing with local organisations, private sector and public sector actors is an added advantage.

### **Skills:**

- Advanced skills in developing theories of change and logic models for Project Concept Notes and Project Proposals.



- Well-developed analytical and professional writing skills in English. Skills in Concept Note and Proposal Writing experience is a requirement.
- Very good with numbers; both financial and MEAL-related data.
- Because the position will involve coordination with various partners and staff spread across the country as well as in other countries, suitable candidates should have well-developed networking, coordination, and communication skills.

- **Behaviours**

- Set ambitious targets and deliver high-quality results on time.
- Courageous and challenging the status quo using appropriate means.

Tenacious and tactful, able to navigate ambiguity and ignite a positive vibe in the team.

**Contacts/Key Relationships**

- This role is expected to establish and maintain open, professional, and cordial relations with the COs' internal and external customers. These include and not limited to.

**Internal**

- Key internal collaborations involve the Country Director, sector leads, Project Managers, Knowledge Management unit, and finance.

**External**

- Current donors, potential donors, government Ministries departments and agencies (MDAs), other INGOs implementing similar to CARE, Local NGOs/CSOs, and private sector

Suitably qualified and interested members of the public are invited to apply. Application letters accompanied by detailed CVs and daytime contact numbers should be sent to: [zamcarejobs@care.org](mailto:zamcarejobs@care.org).

**Closing Date: 30<sup>th</sup> September 2024**

*CARE is an Equal Opportunity Employer promoting gender, equity, and diversity. Female candidates are strongly encouraged to apply.*