

Join CIFOR-ICRAF and make a difference!



## **Francophone Resource Mobilization Coordinator (Ref. No.2379) Resource Mobilization Unit (RMU)**

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today's most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:

### ***Francophone Resource Mobilization Coordinator***

#### **Overview**

Resource Mobilization Coordinators contribute to CIFOR-ICRAF's resource mobilization goal to achieve significant, predictable, multi-year funding to enable flexible support for CIFOR-ICRAF Key Performance Areas (KPA's). To do so, coordinators ensure that CIFOR-ICRAF staff benefit from funder profiles and contacts, funding opportunities (Call for Proposals (RfPs)), standardized RM processes, tools and more strategic, coordinated, efficient and high quality, compelling solicited and unsolicited submissions. The Resource Mobilization Coordinator – Francophone Africa will be a global position with Francophone Africa as its primary focus.

Primary objectives for this position include: review of identified funding opportunities; coordinate and support the development of strategic grant applications, timely review and submission of grant applications; facilitate donor intelligence and assurance of strategic alignment of CIFOR-ICRAF's objectives with funder priorities and objectives; assist and support outreach and stewardship of major global donors and prospects; and contribute to standardized processes, tools and resources for unsolicited fundraising.

#### **Summary of responsibilities**

- Improved development and submission of high-quality concept notes and proposals to donors.
- Improved CIFOR/ICRAF-wide proposal-writing capacity.
- Strengthened relations with current donors and prospects with increased revenue available to implementation of CIFOR-ICRAF's 2020-2030 Strategy.
- Enhanced institutional reputation as global research authority.

## **Other Responsibilities**

### **Proposal/ Program Development and Coordination**

- Coordinate the research and verification of new funding opportunities for relevant global campaigns and/or initiatives.
- Support global Research teams in all stages of pre-award functions (concept note/proposal development, planning, drafting, editing, internal clearances and submission of high value solicitation documents) and efficient transfer of approved awards to Programme/Grant Management.

### **Strategy, Analysis and Reporting**

- Maintain efficient knowledge sharing and information system and manage donor intelligence to enable successful funding approaches and institutional understanding of CIFOR-ICRAF's resource development activities.
- Support the RM team leader on reporting progress in key areas of the funding strategy and preparation of briefing materials for donor presentations and/or meetings.

### **Support unsolicited fundraising processes and practices.**

- Coordinate with the RM Team and other corporate units on donor stewardship, communications and cultivation of major global donors and prospects.
- Provide critical feedback for the development of a standardized process (RM Strategy) for program development linked to CIFOR- ICRAF Key Performance Areas (KPAs) support the development and submission of high-quality programs and coordinated planning.
- Work with the RM team on the development of guidance notes, standard operating procedures, tools, templates, best practices, lessons learned, and ensure consistent use of required tools by scientists.
- Support the development of Funder Profiles in an online system.
- Work with the team on enhancing tools and processes that support “go/ no go” decisions and the monitoring of progress with unsolicited progress support management decisions in relation to unsolicited fundraising.

## **Requirements**

### *Education, knowledge, and experience:*

- Master's degree in international relations, Conservation/Environmental Sciences, Agricultural Development, or a related degree (an undergraduate degree with 5 years' relevant work experience will be considered).
- Minimum 5 years' experience in resource mobilization with proven track record of raising substantial funds for international organizations, UN agencies, and/or international non-governmental organizations – preferably in francophone Africa.
- Ability to link sectors and maximize resource mobilization capacity with donors and other development partners.
- Knowledge of national/global development agendas and goals.
- Understanding of project cycle management.
- Experience in working with diverse teams.
- Above average written and presentation skills.
- Experience with fundraising databases.
- Fluency in English and French mandatory (Spanish desirable).

*Personal attributes and competencies:*

- Highly organized, detail oriented, “door opener” with reliable timely and high-quality delivery of assignments.
- Solid work ethic including quality and timely delivery.
- Demonstrated ability to independently solve various general problems and advise complex and sensitive problems.
- Ability to quickly upload and interpret complex and technical subject matter to diverse audiences.
- Diplomatic, tactful, and effective management and stewardship of major international donors.
- Innovative and “out-of-the-box” thinking.
- Ability to work collaboratively within a team.

**Terms and conditions**

- This is a Global position. CIFOR-ICRAF offers competitive remuneration in USD commensurate with skills and experience.
- The initial appointment will be for 2 (two) years, inclusive of a six-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Nairobi, Kenya, Abidjan, Ivory Coast; or Yaoundé, Cameroon.

**Application process**

- The application deadline is **12 February 2024**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

<https://www.cifor-icraf.org/about/work-with-us/>

To learn more about CIFOR-ICRAF, please visit our websites at:

<https://www.cifor-icraf.org>

**CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.**

**CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.**