



JOB TITLE: Resource Mobilization and Partnership Intern

JOB SUMMARY

CARE Tanzania looks to recruit the Resource Mobilization and Partnership Intern to support the fundraising team. The Resource Mobilization and Partnership Intern under the supervision of Senior Manager Fundraising is responsible for leading and coordinating the Country Office fundraising efforts to ensure CARE meets the agreed fundraising goal in line with Global and Country Office strategy. This position will focus on working closely with the resource mobilization team to timely meet funding needs by attracting the desired collaborators, work to generate opportunities for program development and ensure timely delivery of all winning proposals. The position will report to the Senior Manager Fundraising and will be based in Dar es Salaam.

He or She will

- Support timely implementation of the fundraising resource mobilization annual plan by ensuring donor relations are

effectively managed following the donor, government and partners engagement strategies are effectively

- Ensure timely adaption of systems, plans and approaches to the changing resource mobilization operating
- Ensure timely receipt and delivery of internal services at agreed quality levels
- Proactively ensure CARE timely creates/identifies new funding opportunities in line with the strategies and plans
- Ensure CARE is represented at relevant and required coordination meetings with donors, targeted stakeholders and strategic partners, ensure meeting are timely shared to inform program decision-making and agreed decisions are followed up upon
- Collaborate with Supervisor and CARE Member Partners to build fundraising capacity among all staff in CARE Tanzania
- Support the programmes team in carrying out all strategies to progress donor, government and partner relationships, including gathering intelligence on stakeholder priorities.
- Guide staff meet their (contribution to) fund raising targets/objectives
- Ensure CARE timely prepares quality and winning proposals in collaboration with Resource Mobilization Team
- Ensure CARE delivers proposals, with up-to-date quality program designs, responding to the identified need, designs are based on experience, (building on existing work), captured programming gaps/opportunities and lessons learned and this require this position to work closely with the program team.

- Support the review and sign off process of proposal submissions in line with the CARE guidelines
- Collaborate with Resource Mobilization Team to identify potential partners for joint proposals based on the call for proposals under the lead of Senior Manager Fundraising and Award and Sub-Award Manager
- Support the development of fundraising objectives, targets, systems and approaches Complete and maintain the business development approach
- Collaborate to complete and maintain donor engagement strategies by keeping donor mobilization documents up to date including capacity statement, Country Office Profile and facts sheet
- Ensure the resource mobilization strategy is developed and is
- Ensure Grant tracking tools are up to date in regular basis to inform the Country Office and Regional Office
- Ensure the fundraising and resource mobilization annual plan is ready/amended in time for timely
- Ensure the Resource Mobilization function operates in a cost-effective and efficient manner
 - Identify and mitigate the risk of loss and liability on a timely basis and this includes coordination of the Go/No Go process for all new opportunities.
- Ensure all Country Office internal controls, policies, processes, procedures, guidelines and systems are complied with.
- Ensure the development of potential risk is continuously monitored, and reported so that the risk register is up to date and

informs Steering Committee/Country Office in making major mitigation decisions

- Ensure compliance with donor guidelines and relevant Tanzania laws, rules, regulations and guidelines
- Ensure all contracts are legally sound
- Ensure adherence to the Compliance feedback mechanism guidelines
- Ensure project staff are aware of project reporting requirements and any relevant feedback on report quality by donors received as per donor contracts.
- Ensure timely provision of quality information required under fundraising for timely internal and external reporting
- Ensure the timely contribution to overall reports (I.e. the COMFORT report)
- Manage and meet key stakeholder expectations
- Ensure no complaints from any stakeholders
- Ensure timely resolution and zero liability by handling complaints in a professional manner
- Ensure stakeholders collaborate timely and professionally with CARE
- Ensure positive image and good visibility of CARE Tanzania amongst key stakeholders in collaboration with Country Office Communication Team.

- Contribute to dissemination of good practice and lessons from the organization's work and promote experience sharing and learning in the organization and among Consortium members and
- Contribute during the preparation of human-interest stories, documentation and dissemination of achievements, lessons learned, and promising practices.
- Participate in reflective learning forums (meetings, workshops, etc) internally and externally with project initiative stakeholders including consortium members and government.
- Collaborate with project team to produce sector briefs based on policy research for learning purpose and Resource Mobilization.
- Ensure all project designing mainstream gender in project activities and enough budget to ensure women and youth are the key target beneficiaries of the project.
- Practice behavior that is consistent with CARE's core values and promotion of gender and diversity goals.
- 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.
- Promotes and models a working style based on strict adherence to the organizational core values
- Protects CARE's intellectual property, confidential information, equipment, brand, and reputation.
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences.

- 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 other.

Education Qualifications

- Degree in social sciences, international development or equivalent from a recognized institution

Experience

- Minimum of 2 years' experience in a securing international development funding in a humanitarian or development context for an International non-Governmental Organization with multiple offices in the country, funded by multiple donors with strict rules and regulations
- Minimum of 2 years' experience in fundraising, proposal writing and budget development.
- Minimum of 2 years' experience in securing international development funding from sources such as USAID, DFID, EU, Danida, GAC, Private Foundations and other institutional donors for new programs as well as for scaling up existing programs.
- Minimum of 3 years' experience in adhering to strict systems' compliant award management.

Technical Skill

- Excellent proposal writing and communication skills
- High levels of innovation, conceptual and analytical ability or creativity
- Computer skills in Microsoft Suite, specifically with Word, Excel and
- Firm belief in teamwork, gender equality and partnership
- Fundraising and facilitation skills
- Monitoring, Evaluation, Evidence and Learning skills with experience in monitoring and measuring impact.

MODE OF APPLICATIONS

Only a letter of application and updated CV including names of at least 3 reputable professional referees with reliable contacts should be sent by email to Human Resources Department TZAHumanResourcesDepartment@care.org by CoB, 25th October 2024 at 1700hrs.

Only shortlisted applicants will be contacted

CARE is an equal opportunity employer promoting gender, equity and diversity. Female and people with disability candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.