

JOB TITLE: SUSTAINABILITY OFFICER

Key Position Objective

RUDI is an NGO, registered under the NGOs Act No. 24 of 2002. It provides professional capacity development services to rural and urban enterprises and value-adding entities, including small scale producers, to become more competitive through capacity development services targeted at growth-oriented value chains. RUDI's current mission is to support the development of highly competitive value-adding enterprises in Tanzania, through capacity development services targeted at growth-oriented value chains.

Job Description

RUDI is seeking a Fundraising and Visibility Specialist to join our growing Business Development Team. This position will be based in Dar es Salaam. The Fundraising and Visibility Manager will devise and implement a fundraising strategy for RUDI's operations and income-generating activities, aiming to meet or surpass the objectives of RUDI Strategic Plan 2015-2019, and develop and implement visibility activities corporately, working alongside with the RUDI's Finance, Technical Operations, and Communications, Partnerships, RUDI networks, Media, and Intellectual Property teams. The Specialist will serve as reference point person/liaison to strategize and raise the requisite productive resources and market RUDI's programmes, products and services, outputs and outcomes to internal and external stakeholders, both at national and international level. The Specialist will report directly to the Director of Business Development.

Responsibilities include, but are not limited to:

- Devise a fundraising strategy to be approved by the chief executive or management team;
- Develop an annual fundraising and resource mobilization work plan which will be approved by RUDI management
- Develop a budget for his section's activities and work to achieve or exceed a fundraising target;
- Co-ordinate and manage fundraising, comprising corporate, major donor and digital fundraising, across the organization and national and international funding spectrum;
- Line manage and motivate a team of fundraising support staff/officer (s) across different fundraising functions;
- Build relationships with high profile and high net worth individuals, organizations as potential donors to the organization, and local and international financial supporting institutions and financial services providers;
- Build relationships with charitable trusts, foundations and other institutional funders

- Write funding proposals, and bankable applications to trusts, foundations, Government, development partners, and financial institutions supporting activities related to RUDI strategic plan; these proposals will be approved by RUDI management annually
- Attend networking events and meetings with potential donors;
- Prepare reports and give presentations on fundraising progress to the management team and the Board;
- Establishing and maintaining annual calendar of events by highlighting key media outlets, conferences, events and other visibility platforms that RUDI should be engaged in as it relates to positioning for key pursuits and other key client development and growth efforts in the agricultural value chain development, capacity development, provision of business services, linkages to input and output factors, and agricultural crops marketing and trade.
- Work with offices, client and RUDI teams and stakeholders to collaborate on and help direct the focus and content for the published communication pieces and other visibility efforts, such as: Pursuit-specific positioning pieces, Client-focused brochures and/or communication pieces, Research and monitor web-based media and other outlets as it relates to RUDI and its clients, stakeholders and / or targeted pursuits;
- Maintain working knowledge of what is occurring in the public and other organizations as it relates to targeted clients and future pursuits;
- Works with external communications firms, as needed, in the appropriate placement of advocacy and outreach efforts, as required by management;
- Provide communication coaching and support to other RUDI staff as needed.

Key skills

- **Excellent written and oral presentation skills:** The Specialist need to make regular presentations to senior managers, Board or potential donors and write winning fundraising documents and winning proposals/bankable applications;
- **Networking skills:** The Specialist will be called upon to represent RUDI to high profile and high net worth individuals, organizations, and persuade them to support and contribute to RUDI's cause and objectives;
- **Effective management skills:** The Specialist invariably have to line manage a fundraising team, comprising of members from other RUDI departments;
- **Digital skills:** Mobile and online funding are an increasingly integral part of the fundraising mix. The Specialist need to be adept at using these technologies and aware of their fundraising potential;
- **Innovation skills:** The Specialist must develop and implement innovative strategies and plans to fundraise adequate resources and interact with the public to hit fundraising targets with changing fundraising landscape;
- **Budget management skills:** The Specialist should be able to allocate and work effectively with given limited resources;

- **Time management skills:** The ability to priorities and meet deadlines is key. This includes ability to juggle busy schedules and tight deadlines with ease;
- A **team player** with a flexible attitude calm and effective under deadline pressure; and
- Exceptional attention to detail outstanding verbal, written and interpersonal communication skills.

Minimum Qualifications:

- A Masters degree or undergraduate degree in business management, commerce, economics, marketing, social sciences, or communication or certificate in Fundraising or Advocacy will be an added advantage/ an asset; Ph D and other awards on above fields will be another added advantage
- Experience in working with donors funded projects especially with NGOs (at least 5 years) in the areas of resource mobilization and fund raising will be an added advantage
- A track record of a minimum of five years' successful fundraising for NGOs or any other organization in the areas of agriculture, natural resources, rural or urban social economic development sectors is desired;
- Experience in leading and supporting fundraising, marketing and communications activities;
- Excellent spoken and written English, Kiswahili and other related Communications skills;
- Proficiency with Microsoft Office Suite, Financial or Project Management spreadsheets, and other desktop publishing software is required.

Salary: An attractive remuneration package will be provided based on qualifications and experience.

Contacts:

Please submit applications online at info@rudi.or.tz and by 30th October 2016 at 12 hours afternoon.

For questions about this position, please contact:

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