Vacancy Announcement (REF. 2023–12)

Head of Resource Mobilisation

Scope of the role

GCERF is looking to significantly increase its operational size and needs to increase donor contributions to match this expansion. The Head of Resource Mobilisation is a new role that will be responsible for renewing and significantly accelerating GCERF’s resource mobilisation efforts. The role will be responsible for designing and leading the implementation of GCERF’s Resource Mobilisation strategy, the team’s annual workplan and budget, with strong emphasis on resource mobilisation priorities and donor relationships. Responsible for overall coordination of donor engagement and all fundraising activities. Advises the Executive Director, Chair of the Board and Senior Leadership Team on resource mobilisation opportunities and risks, as well as ongoing strategic positioning in relation to the changing fundraising landscape and context. Defines and leads a team of donor relationship officers to define and execute strategies per existing or prospective donor country.

The role is based in Geneva, Switzerland, full time and will require travel, up to 30%.

Principal accountabilities and ownership

- **Overall resource mobilisation (RM) strategy and annual work planning**: Responsible for developing GCERF’s overall RM strategy, and managing strategy execution and budget to reach defined funding goals.
- **Existing and potential donor engagement and strategic partnership building**: Including donor outreach as well as managing the donor proposal and reporting cycle for existing contributions to GCERF.
- **Team management**: Builds a team of approximately three specialists to execute the RM strategy. Manages performance and project workflow of the team. Assigns donor focal point portfolios to team members according to the evolving landscape of opportunities for funding.
- **Cross-unit collaboration**: Responsible for advising and aligning with Portfolio Management Unit colleagues to support the RM strategy at country level. Ensures input of Performance and Impact Unit and Finance and Compliance Unit into the donor proposal and reporting cycles.
• **Strategic cooperation with the Communications Team**: Leads the RM Team’s ongoing collaboration with the Communications Team to jointly define and develop materials and activities which support resource mobilisation. Represents GCERF at donor-related events where appropriate.

**Knowledge/Experience/Qualifications**

- Master’s degree in international relations, communications, public relations, business or related field.
- 10-15 years’ experience in resource mobilisation, fundraising, external relations or strategic communications.
  Extensive and recent public sector fundraising and donor relations experience, leading strategy design and executing. Within an international organisation with global reach will be considered highly advantageous.
- A deep understanding of OECD countries’ budget cycles, policy development and resource prioritization processes is expected. An already established network of contacts in donor capitals would be desirable.
- Extensive knowledge and understanding of resource mobilisation strategy development and project management.
- Demonstrated experience in private sector/philanthropy fundraising.
- Team management and cross-unit coordination.
- Donor-focused organizational spokesperson experience.

**Technical skills**

- Native-level fluency in English. Arabic, French or Russian an advantage
- Analytical thinking and strong ability to prioritise
- Expert writing ability in style appropriate for high-level public sector and senior private sector audiences
- Excellent presentation development and delivery skills
- Budget management and complex project management skills
- Spokesperson skills
- Strong understanding of data interpretation, data visualization for donor communications purpose

**Personal skills and attributes**

- Excellent interpersonal, networking and negotiation skills in highly international environments
- Entrepreneurial and innovative spirit
- Diplomacy
- Resourcefulness, problem-solving acumen
- Drive for results
Interdependencies

What this role must provide for key working relationships

Resource Mobilisation Specialists (primary)
- Leadership, workplans and alignment to strategy
- Accountable for providing professional development opportunities for team members.

Executive Director (primary)
- Provide strategic positioning advice and collaborate closely on donor relations.

Communications team (primary)
- Collaborate closely with the Communications Manager and team.
- Provides positioning and strategic advice related to resource mobilisation on the communications strategy managed by the Communications Manager. Collaborates with the Communications Manager to define an annual calendar of opportunities for resource mobilisation outreach and visibility.

External Affairs team (primary)
- Ensure perfectly synchronised strategic approach between RM and Board relations (board members also represent donors)

Head of Portfolio Management and Deputy Executive Director (primary)
- Collaborate on RM strategy development to ensure alignment with Portfolio Management Unit and leveraging of internal expertise

Portfolio Management team (secondary)
- Ensure effective flow of information to keep abreast of portfolio developments or country-level risk considerations
- Alignment of country-level RM efforts

Performance & Impact and Finance teams (secondary)
- Collaborate on donor proposals and reporting

Governing Board Chair (secondary)
- Strategic involvement of Board Chair as a GCERF thought leader and representative

GCERF Secretariat Staff (secondary)
- Provide guidance and direction as needed and ensure capacity development of relevant staff in resource mobilisation skills
External services providers (secondary)

- Ensures clear, measurable and specific briefs for externally provided services
- Ensures close monitoring of and budget efficiency of consultants/service providers

**General information:**

- The position is based in our offices located in Geneva, Switzerland.
- GCERF offers a competitive compensation and benefits package.
- GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates. We encourage applications from women and underrepresented minorities.

**Application Process:**

**Deadline:** 26 August 2023

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in interviews either on-line or in-person.

**How to Apply:** Please visit the GCERF website at [https://www.gcerf.org/jobs-and-opportunities/](https://www.gcerf.org/jobs-and-opportunities/).
Please include a letter of motivation with your CV and send an email to careers@gcerf.org with any questions you may have regarding this va