

Position description – Resource Mobilisation (Ref: 2019-07)

Position title: Resources Mobilisation Specialist	Position level: C2	Team: Resource Mobilisation	Required travel : 25%	Required FTE: 100%
Reports to: Resources Mobilisation Head		Roles reporting to this position: None		
<p>Scope of the role</p> <p>Responsible for supporting Resource Mobilisation Head in the implementation of GCERF’s Resource Mobilisation strategy, ensuring proper management of contributions and supporting efforts to identify and access new funding opportunities for GCERF.</p>				
<p>Principal accountabilities and ownership</p> <ol style="list-style-type: none"> Contribution agreements: Responsible for the end-to-end management of contribution agreement process in line with donor requirements; recording of donors and contributions information, in accordance with GCERF’s internal regulations Identification of new funding opportunities: Responsible for providing active support to the Resource Mobilisation Head in donor outreach activities and preparing donors meetings Proposal and report writing: Responsible for coordinating the full cycle of proposal and concept notes submission, including data gathering and content drafting 				
Qualifications		Interdependencies		
<p>Knowledge/Experience/Qualifications</p> <ul style="list-style-type: none"> Bachelor’s degree in International Relations, Public Administration, Development Studies, Marketing or Communications, or related field At least 4–6 years of relevant experience in NGO or Non-Profit organisations <p>Technical skills</p> <ul style="list-style-type: none"> Experience in writing promotional materials and generating reports in relations to resource mobilisation Fluency in English. Working knowledge of French or Arabic (B2-level) is a plus. <p>Personal skills and attributes</p> <ul style="list-style-type: none"> Report-writing skills Drive for results Fostering teamwork Developing trusted relationships Communicating effectively Acting with integrity and accountability 		<p>What this role must provide for key working relationships</p> <p>Resources Mobilisation Head (primary)</p> <ul style="list-style-type: none"> Assist Resource Mobilisation Head in proactively engaging with key donors and managing relationships Support Resource Mobilisation Head in overseeing work on Junior Associates/Interns on data gathering and content drafting <p>GCERF donors (primary)</p> <ul style="list-style-type: none"> Provide timely and accurate information and donors related content Proactively engage with donors on managing contribution agreements <p>Country Managers (secondary)</p> <ul style="list-style-type: none"> Proactively coordinate data-collection and information sharing to produce RM related content Collaborate with Country Managers in ensuring legal and donor compliance of the grants <p>Finance team (primary)</p> <ul style="list-style-type: none"> Proactively coordinate data-collection and information sharing to produce RM related content 		

Performance and Impact team (secondary)

- Proactively coordinate data-collection and information sharing to produce RM related content

GCERF Secretariat staff (secondary)

- Share relevant guidance with all GCERF Secretariat staff on RM related processes

About GCERF:

The Global Community Engagement and Resilience Fund (GCERF) is a public-private partnership dedicated to preventing violent extremism. In its first three years, GCERF has reached over two million people in communities at risk. GCERF focuses on local communities because they suffer the most from violent extremism, and because they are optimally placed to understand and act upon the drivers of violent extremism. GCERF's work is anchored in the Sustainable Development Goals, in particular Goal 16: "Peace, Justice and Strong Institutions." GCERF is also committed to the UN Global Counter-Terrorism Strategy (2006) and the UN Plan of Action to Prevent Violent Extremism (2016).

GCERF was established in Geneva, Switzerland, in September 2014, and is currently working in Bangladesh, Kenya, Kosovo, Mali, and Nigeria. In 2019, GCERF will start programmes in Tunisia and the Philippines.

General information:

- All recruitments are subject to availability of funding.
- GCERF is committed to diversity within its workforce and encourages applications from all qualified candidates.

The positions are based in Geneva. GCERF offers a competitive salary and benefits package.

Application Process:**Deadline: 13 June 2019**

As a part of the recruitment process, shortlisted applicants will be asked to complete a written assignment and participate in an interview process.

How to Apply: Please visit the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>.

Please send an email to careers@gcerf.org for any question you may have regarding this vacancy.