



EMPLOYMENT OPPORTUNITY

The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF has offices in Tarime District, Mara Region and Mpwapwa District, Dodoma Region. For more information about CDF, please visit us at www.cdftz.org, www.facebook.com/cdftz and [Instagram@cdf_tanzania](https://www.instagram.com/cdf_tanzania).

Due to the strategic expansion along with the implementation of the new CDF Strategic Plan 2020 - 2024, CDF is looking for the qualified and motivated person to fill the following position with immediate effect:

FUNDRAISING AND RESOURCE MOBILIZATION MANAGER (ONE POST)

Reporting: Head of Finance

Supervises: None

Duty station: Dar es Salaam

The candidate will perform the following duties as listed below:

Duties and Responsibilities

- Research fundraising opportunities and write grant applications
- Build relationships with donors or organization and make presentations on organization's works
- Devise and organize fundraising campaigns, events
- Responsible for developing and delivering a comprehensive and coherent fundraising strategy for the organization.
- Prepare budgets to determine what the fundraising department's needs are going to be.
- Set and achieve realistic time-limited fundraising targets, agreed in consultation with key staff and the Board of Directors.
- Develop standardized fundraising and publicity materials for awareness and fundraising.
- Take ownership of organizational growth and funding, reporting to the Board of Directors on progress against fundraising targets at quarterly meetings.
- The fundraising manager will be responsible for developing a diverse range of sustainable funding streams to support and expand the work of the organization.
- Develop and deliver a comprehensive and coherent fundraising strategy for the organization.
- Carry out prospect research and develop a comprehensive fundraising database that captures all relevant information.



Qualifications, Skills, Knowledge & Abilities

- Master's Degree in Business, Accounting, Management, Economics or related field
- A minimum of three years' experience in fundraising
- Excellent communication skills, both verbal and written.
- Good at researching and devising strategies and opportunities for fundraising
- Able to work under pressure, meeting key project and reporting deadlines
- Willingness to travel when necessary
- Excellent planning, time management and organizational abilities
- Experience in managing budgets, planning events, coordination and evaluation.
- Perform such other duties as may be assigned by the supervisor

Remuneration: An attractive package commensurate to the qualifications and relevant experience will be availed to the successful candidate.

Interested candidates should send their applications to Human Resource Officer via hrrecruit@cdftz.org or deliver in person at CDF's office located in Mwenge area, Plot No. 161/162, Mama Ngoma House, 2nd Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

Application closing date: 25th November, 2018

Note: For those sending their applications via email, please submit cover letter and recent Curriculum Vitae only in a single file.