



JOB DESCRIPTION

Job Title: Project Development Officer

Reports to: Head of Resource Mobilization

Department: Resource Mobilization

Background

Under the direct supervision of the Head of Resource Mobilization, the Project Development Officer performs tasks to provide assistance to the Head of Resource Mobilization and the Board of TLM-Nigeria (TLMN) in identifying donor resources, identification of institutional donor opportunities, raising funds and writing proposals for long-term organizational sustainability.

The incumbent is responsible for:

- The management, coordination and strategic development of the Institutional Fundraising activities of TLMN and will report to the Head of Resource Mobilization.
- He/she will be the contact person for external funding and Institutional Fundraising providing support for application processes and for questions regarding fundraising.
- He/she will initiate proposal development and support acquisition of project/ program funding.
- He/she will represent TLMN in different fundraising and donor networks.
- He/she will develop and maintain contacts with institutional donors, in close coordination with relevant departments of TLMN.
- He/she will work in close contact with the Head of Resource Mobilization to facilitate the effective implementation of TLMN Country Strategy in line with the TLMN Policies, processes and Procedures.

Duties and Responsibilities

- Expand the TLMN's effort and success rate in fundraising from institutions and foundations;
- Working closely with the Head of Resource Mobilization and other members of the funds and development team;
- Research, identify and engage with prospective donors, in particular institutions, trusts and foundations, to understand their priorities and requirements and identify alignment and synergies;
- Write high quality funding proposals in collaboration with the programs team, and especially the Resource Mobilization team, and local partner organizations;
- Support drafting of emails, invitations and other communications;
- Regularly update the organization's Customer Relationship Management (CRM) system with donor related information;
- Any other duties and responsibilities as directed from the Head of Resource Mobilization from time to time.

Identification of Institutional Donor opportunities:

- Compile and maintain a database of international and local donor organizations (international foundations, bilateral and multilateral agencies and private corporations offering donations).
- Regularly monitor donor websites and identify and inform donor opportunities matching the work of the organization.
- Undertake independent research in finding alternative resources for long-term sustainability of the organization.
- Undertake online research and build contacts with potential individual donors and raise funds for the activities of the organization.

Grant writing and Management:

- Assist the Head of Resource Mobilization in writing concept notes, project ideas and project proposals and ensure their timely submission.
- Assist the Head of Resource Mobilization in developing business plans to generate income from various sources.

Institutional Donor Management:

- Maintain relationships with existing donors and respond to their requests regularly and keep updating them about the work of the organization.
- Improve and develop communications material for the organization such as brochure, website content, annual report, poster etc.
- Organize or provide assistance in organizing any fundraising events for the organization.
- Suggest other innovative ideas for effective resource mobilization.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none">• University Degree in International Development, Social Sciences, Economics or other related field preferred.	Masters level highly desired.
Experience	<ul style="list-style-type: none">• 3-4 years' experience of fundraising and proposal writing from institutions and foundations required.• You have a proven track record of institutional funding results.• You have excellent people management skills.• You are a proven excellent negotiator.• You have excellent writing skills to formulate fundraising strategies, Logical Framework and Theory of Change.	

	<ul style="list-style-type: none"> You have knowledge and experience with large institutional donors You preferably have a professional background with a renowned institutional donor. 	
Skill	<ul style="list-style-type: none"> Excellent written and oral communication skills. Ability to use a computer (Microsoft office suit application). Ability to communicate well and good interpersonal relation with people. Sound judgement to assess issues and take right decisions. Good team player Drive for Result. Analytical. Deciding and Initiating Action. Planning and Organizing. Following Instructions and Procedures. Applying technical expertise. 	
Personality	<ul style="list-style-type: none"> Committed Christian with good Christian testimony. Ability to take initiative. Ability to work unsupervised. Honest and dedicated. Ability to manage people under him very well. Problem solver. 	Ability to adapt
Circumstances	<ul style="list-style-type: none"> Willingness to work for extended hours. Willingness to travel extensively. 	Willingness and Flexibility in unpredictable circumstances