



EMPLOYMENT OPPORTUNITY: **BUSINESS DEVELOPMENT AND FUNDRAISING OFFICER (BDF)**

Job title	Business Development and Fundraising Officer (DFO)
<p>Job Summary</p>	<p>With our growth, Caritas Zambia is committed to enhancing its impact and further realizing its Mission and Vision. To support this, we have established a formal structure designed to foster the development of Caritas Zambia and the role of Fundraising Officer is essential to this effort. You would be joining a team and a project dubbed "All Right," a project within Caritas Zambia aimed at building capacity through effective fundraising.</p> <p>We are looking for a passionate and driven Fundraising Officer to become part of our engaged and committed team, where your expertise in cultivating relationships and increasing fundraising income will be valued.</p> <p>Your role is responsible for increasing fundraising income by developing diverse channels that ensure both immediate success and long-term sustainability. You will have an opportunity to contribute to our growth, and support the communities we serve.</p>
<p>Skills and specifications</p>	<ul style="list-style-type: none"> • Demonstrated experience in formulating/drafting funding proposals, especially in the context of EU funded programs. • Demonstrated ability to build and develop engaged, genuine, constructive long-term relationships and networks, internal and external to an organization. • Knowledge of the field of businesses, institutions, and NGOs and how they best harnessed. • Extensive experience with the use and coordination of contemporary fundraising channels, investments, and donor/supporter engagement, leading to relationship acquisition, and financial outcomes. • Ability and experience bringing to life an organisation for donor and supporter engagement, thereby competitively and credibly positioning an organisation with funders, and growing a positive reputation for an organisation. • Competency with significant stewardship over financial budgets and KPIs, analysis, and funding/income generation achievements. • Demonstrated capacity to envision, develop, articulate, operationalise a fundraising plan. • Experience in effectively operating and managing between modes of communications, in collaboration with Communications unit, such as but not only: <ul style="list-style-type: none"> ○ effectively drafting, editing and writing proposals, in a team environment ○ presenting analytics and trends, writing reports ○ creating/advising on appealing visual assets for online presence ○ persuading people orally, face to face, digitally, and by other means (website, social media, flyers, events). ○ creating and delivering presentations to a variety of audiences, face to face and digitally. • Able to use Microsoft Office suite, to build and maintain a data bank of intelligence information, processes, reporting, knowledge and other collateral. • Demonstrated drive in setting sights on challenging goals and being resourceful in the achievement of a role's objectives. • Ability to collaborate effectively and inspiringly in a team environment, where each

	<p>person's talents are valued and contribute to tangible and intangible outcomes.</p> <ul style="list-style-type: none"> • Demonstrated effectiveness as a team player. • Demonstrated integrity and ethical professional behaviour, acting with a passion within an organisation's Mission, Vision, Code of Conduct, and Policies and Procedures. • Awareness and support for, sensitivity and empathy for the people Caritas Zambia serves.
Reporting	<ul style="list-style-type: none"> • This role reports to the Project officer AllRight, with close relationships, dotted line reporting to the Head of Programs
Location	<ul style="list-style-type: none"> • Lusaka
Period	<ul style="list-style-type: none"> • 3 years fixed-term contract with possibility of Extension based on the availability of funds
Education and Qualifications	<ul style="list-style-type: none"> • Master's degree in marketing/fundraising/communications/social sciences or other relevant degree, or greater than 8 years' experience in a similar role preferably within a non-government organization/not-for-profit organisation • Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), and Web Conferencing Applications.
To Apply:	<ul style="list-style-type: none"> • A thought through cover letter that includes why you are interested in this position at this point in your career • CV (Not more than 3.0 Pages) • SEND DETAILS TO Hrcathsec@gmail.com and copy unithead.progs@caritaszambia.org • <u>Deadline: 29th August 2024</u>