



JOB DESCRIPTION

Position title:	Fundraising and Partnership Manager
Reports to:	Country Director
Supervises:	Incoming Grants Coordinator; Private sector engagement & alternative finance officer
Grade:	B2-IPE-53
Location:	Antananarivo
Type of contract	Open-ended contract
Date:	May 2022

I. Mission of the Fundraising Partnership Unit:

Develops the WWF Madagascar's resource mobilization strategy and drive its implementation. Ensures capacity building and mechanisms to mobilize resources from diversified sources (public finance institutions, private donors, corporates and other relevant investors and stakeholders) in order to deliver WWF's conservation priorities and guarantee financial stability of WWF Madagascar office (WWF MDCO).

II. Major Functions:

The Fundraising and Partnership Manager is responsible for i) overall resource mobilization activities of the organization, including the development and implementation of a 3 - 5 year strategy to financially support and strategically advance Madagascar and WIO's environmental conservation activities; ii) building capacity and enabling environment for WWF MDCO to develop strategic partnerships to advance the delivery of its conservation priorities; iii) ensuring effective management of donor agreements to WWF MDCO and quality and timely compliance thereto implementation thereof.

This senior position reports directly to the Country Director, is a member of the senior management team.

III. Major Duties and Responsibilities:

- Develop and keep to date the WWF Madagascar fundraising strategy and plans in line with conservation priorities
- Drive the implementation and regular monitoring of the fundraising strategy and plans, seeking to cultivate, expand, and leverage the donor basis to advance WWF's conservation objectives and increase income.
- Develop and drive the implementation of a public sector partnership plan with a view to strategically engage and mobilize bilateral and multilateral support for the environment and sustainable development, and in particular on priority topics for WWF.
- Develop and drive the implementation of a plan for engaging the corporate sector with a view to mobilize resources to advance WWF's sustainability agenda and conservation priorities.
- Build capacity within WWF-MDCO team for corporate engagement, in line with WWF Network guidelines.
- Act as focal point for WWF-MDCO in Network communities of practice on fundraising, public sector partnerships and corporate engagement as relevant.
- Lead effort to integrate national-level fundraising strategy with the landscape conservation approach and design landscape-specific fundraising action plans;
- Monitor overall donor and strategic partners outreach activities to ensure that relationships, content development, follow-up and reporting are being managed appropriately;
- Lead and/or support proposal development teams in the fundraising process;
- Write grants for multilateral and bilateral donors, corporations, foundations, the WWF network, and other NGO partners;
- Work closely with Communications team in order to support donor and strategic partner relationship building.

- Work with program, communications, and fundraising staff from across the WWF network to develop a range of fundraising, communications and marketing materials to support WWF Madagascar's conservation activities.
- Develop and implement an annual work plan for coordinating resource mobilization activities and regularly report on progress.
- Supervise and coordinate the maintenance and upgrading of the fundraising database (C2G) to support strategy and decision-making by senior management;
- Identify and oversee management of major reputational risks for WWF related to execution of grant contracts.

Team Management

- Serve as a member of the Senior Management Team (SMT) and provide relevant data, analysis, and reporting to support SMT decision-making on fundraising issues;
- Coordinate and lead resource mobilization meetings internally among Madagascar CO staff and externally with appropriate WWF network and partner organizations;
- Communicate unit goals, expectations, progress, and best practices across the entire organization and engender a team approach to resource mobilization activities.
- Supervise and evaluate members of the unit team;
- Provide orientation, training, coaching and advice to programme staff to ensure that they understand and carry out their responsibilities effectively;
- Work with HR to identify training needs and career development opportunities on fundraising and partnership management for staff.

Budgeting

- Develop, monitor, and update the annual budget for the unit;
- Ensure that expenditures remain within budget during the year and are efficiently used.

Supervisory Responsibilities

The Fundraising & Partnership Manager

- Supervise and evaluate members of the fundraising team;
- Provide orientation, training, coaching and advice to fundraising staff to ensure that they understand and carry out their responsibilities effectively;
- Work with HR to identify training needs and career development opportunities for fundraising staff as well as broader training needs for WWF-MDCO staff as it relates to fundraising.

IV. Profile:

Required Qualifications and experiences:

- Minimum MSc degree in business management, Law, International Relations, Development Studies or related fields;
- At least 7 years professional experience in inter-institutional relationship management, programme development and fundraising;
- Excellent oral and written communications skills in English and French;
- Knowledge and experience of the realities of conservation & development issues, donor strategies, funding instruments and contract administration.

Required Skills and Competencies:

- Excellent inter-personal skills, and proven ability to build and maintain strong relationships, negotiate/mediate on issues, chair, resolve conflicts, and develop capacity;
- Self-starter with the ability to work quickly and efficiently to meet tight deadlines in and out of office hours;
- Strong cross-cultural skills and versatility in dealing with different types of partnerships;

- Personal integrity with an honest and open personal style;
- Adherence to WWF's values which are: Courage, Respect, Integrity and Collaboration.

V. Working Relationships

Internal - Is part of Madagascar Country Office's Senior Management Team and thus contributes to the overall decision making in the region. S/he works closely with staff in other departments on a daily basis, particularly with the conservation and finance teams at regional and country level. S/he also coordinates and interacts with partner WWF National Offices, Global Programmes WWF International, especially staff who have relations with partners in the region (e.g., Public Sector Partnerships focal points in the National Organizations).

External - Interacts with government aid agency donors, embassies, national governmental institutions, non-governmental organisations, academic institutions, business and industry leaders, the media, donors, specialists / consultants, and other stakeholders.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by the supervisor:	_____	Date:

Validated by P&C Manager:	_____	Date:

Approved by Country Director:	_____	Date:
