



CARICOM DEVELOPMENT FUND

Job Description for Position of Resource Mobilisation Officer

Summary of Job Functions

The position is responsible for managing high value fundraising initiatives, donor engagement, grant proposal formulation, development of regional and international partnerships as well as mobilization of strategic resources to support capacity building for effective and sustainable management and implementation of the CDF's mandate.

The Resource Mobilisation Officer will work under the general guidance and direct supervision of the Chief Executive Officer (CEO) and will collaborate with other members of CDF's management team, the Senior Economist, other CDF professional staff, and select staff of the CARICOM Secretariat, in managing the process of external resource mobilisation for the CDF.

Detailed Job Functions

1. Assisting with the development and implementation of a comprehensive resource mobilisation strategy for the CDF.
2. Serving as an interface for the CEO with third countries, international organisations and international agencies on matters related to resource mobilisation.
3. Playing a lead role in managing consultations and negotiations with all internal and external stakeholders involved in resource mobilisation for the CDF.
4. Ensuring the smooth, timely and accurate flow of information between CDF, potential donors, advocates, partners, other regional institutions and CDF member countries where applicable.
5. Assisting with the preparation of and follow up on implementation of Memoranda of Understanding (MOUs) and other framework agreements with potential donors and partners as a basis for mobilisation of resources for design and implementation of new and ongoing CDF-led programmes and projects.
6. Representing the CDF in the development of regional programmes for fund raising in collaboration with partner agencies and member countries in areas of common interest.

7. Preparation of programme portfolios, project briefs and other collateral material for presentation to potential development partners at bilateral and other strategic meetings with donors, partner agencies and member states, which could lead to resource acquisition and collaboration.

Duties and Responsibilities

1. Provide technical leadership in the development and implementation of a resource mobilization and partnership development strategy for the CDF, which is fully integrated and consistent with the Fund's overarching business model and Institutional Priorities (IPs).
2. Work with management and senior professional staff of CDF in identifying likely funding and technical assistance resources for CDF's priority programmes, as well as capacity building support for their sustainable management and implementation.
3. Identify thematic and programme priorities of potential development partners that are consistent with CDF's mandate, and propose strategic approaches to attracting financial and technical assistance resources to augment and strengthen CDF Country Assistance Programmes in member countries.
4. Network, forge relationships and engage regularly with relevant donor countries, agencies and partner institutions operating in fields consistent with the mandate of the CDF.
5. Convene and participate in CDF negotiation meetings with contributors, development partners and regional agencies as appropriate, and other bilateral, regional and international meetings relevant to resource mobilization for national and regional development programmes consistent with CDF's mandate and thematic areas of interest.
6. Develop, write and present programme briefs, project concept notes and detailed funding proposals to attract funding to address circumstances of disadvantage in CDF Member States relevant to maximisation of the benefits of the CSME.
7. Support CDF IP managers and programme staff in the drafting of reports to account for the use of external resources in accordance with donor requirements and timelines as required.

Required Qualifications, Skills and Competencies

- i. Master's degree in Development Economics/Finance or other relevant discipline and/or a recognised professional qualification or certification relevant to Resource Mobilisation.

- ii. Supplementary qualifications in International Relations, Marketing or Business Management would be an asset.
- iii. Demonstrated creativity and productivity in design and implementation of Resource Mobilisation, Marketing and Communications strategies.
- iv. At least five years of professional work experience with fundraising and programme management for international development or non-profit organisations at regional or international level.
- v. Demonstrated experience in preparing proposals for and managing development project grants.
- vi. Current knowledge of development issues, strategies, programming policies and procedures in international development cooperation.
- vii. Proven analytical, negotiating, networking and advocacy skills.
- viii. Exceptional oral and written communication and interpersonal skills.
- ix. Attentiveness to detail and ability to work well under pressure and cross-functionally in a competitive external environment.
- x. Integrity, professional discretion and ability to handle confidential and sensitive matters.