	Title of Position	Resource Mobilization and Partnerships Coordinator.	**Position No.**	ReS0005/2024
	Location	Telecommuter - Initially	**Application Closing Date**	15th June, 2024
Remuneration: Attractive			**Duration**	6 Months with possible extension

POSITION SUMMARY

The Africa Network of Agricultural Policy Research Institutes (ANAPRI) is a regional grouping of agricultural policy think tanks established in 2012, and officially registered in 2014, in Lusaka Zambia.

ANAPRI's mandate is to generate evidence through high-quality research to support policymaking at national, regional, and continental levels in Africa. ANAPRI's 16 centres/network members are based in 15 countries in east, west, central, and southern Africa. To achieve its objectives, the network also collaborates with several partners and stakeholders across the globe.

ANAPRI seeks to recruit a **Resource Mobilization and Partnerships Coordinator (RMPC),** The position involves leading ANAPRI's efforts in securing financial and non-financial resources, as well as managing and strengthening relationships with key stakeholders, including donors, private sector partners, government entities, and the community. A special focus will be placed on collaborating with ANAPRI member centres and their Business Development Associates to explore funding opportunities and improve proposal quality with technical input from the Research team. Based at its Secretariat, the role also ensures the smooth operation of writing grants and proposals, along with other related activities. This position will be telecommuter initially.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Research Director, the Resource mobilization and Partnership Coordinator will perform the following duties and undertake the following responsibilities in a professional manner:

1. Resource Mobilization

1.1 Develop and implement a comprehensive strategy for mobilizing resources that aligns with ANAPRI's goals, specifically focusing on opportunities within ANAPRI member centers.

1.2 Identify, cultivate, and manage relationships with a wide range of funders, leveraging the networks and expertise of ANAPRI member centers.

1.3 Prepare and submit grant applications and proposals, incorporating technical insights from the ANAPRI Research team to enhance proposal quality.

1.4 Work closely with Business Development Associates from ANAPRI centers to explore and capitalize on funding opportunities that benefit member countries and the Network.

1.5 Create, source, and disseminate tools and materials to build knowledge and experience in resource mobilization across the network.

1.6 Help foster a coordinated approach to resource mobilization in the Network, including thorough regular Resource Mobilization and Partnerships Coordination meetings with the Centers.

1.7 Manage the Resource Mobilization and Partnerships Research Team.

1.8 Assist in budget monitoring and management.

1.9 Coordinate annual work planning process and reporting.

1.10 Analyze funding trends to strategically position ANAPRI for future funding opportunities.

1.11 Promote sharing resources, knowledge, and best practices among ANAPRI member centers to foster a coherent approach to resource mobilization.

2. Partnerships and Stakeholder Engagement.

2.1 Develop and execute a plan for engaging stakeholders to strengthen collaboration and support.

2.2 Support the development and strengthening of existing relationships with key donors and partners.

2.3 Serve as the main point of contact for external stakeholders, maintaining strong relationships and communication.

2.4 Coordinate with ANAPRI Centers and Secretariat to ensure consistent messaging and information sharing.

3. **Reporting and Documentation**

3.1 **Progress Reports:** The Resource Mobilization and Partnerships Coordinator shall provide regular progress reports to ANAPRI, outlining the grants researched, proposals submitted, and any responses or feedback received.

3.2 **Documentation:** The Resource Mobilization and Partnership Coordinator will maintain detailed documentation of all submitted proposals, including copies of applications, confirmation emails, and any other relevant communications.

4. Ownership of Materials

All grant proposals, documents, and materials created by the Resource Mobilization and Partnership Coordinator while providing services shall be the property of ANAPRI.

QUALIFICATIONS

The successful applicant is required to meet the following criteria:

- Master's degree or equivalent in international relations, business management, social sciences, public administration, communications, gender studies, or a related field is required.
- A first-level university degree, in combination with three additional years of qualifying experience, may be accepted in lieu of the advanced university degree.
- Grant writing experience, preferably with an international NGO focus.
- Experience which should demonstrate a proven track record of securing new funding opportunities.
- Proficiency in research, interpreting and analysing diverse data.
- Excellent writing and verbal skills
- Excellent IT skills, including Microsoft Office (Outlook, Excel, and PowerPoint).

ESSENTIAL WORK EXPERIENCE

- At least five years of progressively responsible experience in resource mobilization, coordination, and/or business development, ideally within a nonprofit or international development context.
- Experience working with donors and partners, ideally within a nonprofit or international development context.
- Strong interpersonal, communication, writing, presentation, and negotiation skills.
- Ability to work independently and in teams, with high self-motivation and accountability.

DESIRED WORK EXPERIENCE

- Good planning and organizational skills and efficient work methods.
- Ability to adapt in a multi-cultural system.
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

LANGUAGES

- Fluency in written and spoken English (essential)
- French and Portuguese skills or any other AU languages is desirable.

COMPETENCIES

- Demonstrates integrity with good values and ethical standards.
- Flexibility and ability to operate in diverse cultural settings and with a variety of stakeholders, culturally and gender sensitive.
- Time management skills, including flexibility, mindfulness, and ability to work under pressure to meet deadlines.
- Computer literacy (in particular, Outlook, Excel, and PowerPoint).

REMUNERATION

Remuneration will be in line with market standards.

APPLICATION DETAILS

To apply for this position, please send your detailed application to info@renapri.org. Please include the position title and position number in the subject line. Your application should be accompanied with the following:

• CV with three referees

• Cover Letter

• Copies of relevant certificates

To find out more about ANAPRI, visit our website at https://renapri.org/