



VACANCY ANNOUNCEMENT - PARTNERSHIPS AND DEVELOPMENT MANAGER

Reports to: Country Director World Wide Fund WWF Tanzania Country Office

Grade: B2

I. Mission of the Partnerships and Development Department: To ensure WWF Tanzania Country Office (TCO) is adequately financed and in strong Fund raising and partnerships with governmental and private donors, corporates and other stakeholders.

II. Major Functions:

- Manage fundraising efforts and donor care at country level; including planning, managing and ensuring the delivery of an agreed fundraising budget. The success of this role is measured on: income raised, income growth year on year, number of donors maintained, number of new donors recruited, number of fundraising proposals submitted.
- Lead and support TCO's programme staff, senior management, finance and admin staff to deliver upon all donor commitments and to drive fundraising amongst all donor groups.

III. Major Duties and Responsibilities:

- Develops and implements a Partnership and Development Strategy that optimizes relationships with partners that are key for advancing WWF TCO Country Action Plans in alignment with the overall ROA (Africa Regional Office) strategic goals - these include bilateral and multilateral government aid agencies (GAA), local government, civil society organizations, businesses and industries, WWF (NO) stakeholders
- Develops and manages partnerships with governmental, foundations and private donors. Works as TCO Partnership & Development Manager in articulate country level initiatives with regional perspectives.
- Implementing reports and systems so that fundraising income is analyzed and reported as per agreed Donors schedule
- Put in place and oversee systems that monitor fund raising and partnership relations (e.g., regular reviews of donor reports and other communications, MOU's and other agreements, funding proposals, policy dialogues etc.) Ensure own monitoring is well communicated to TCO CD & ROA and the Network as appropriate (e.g., GAA and Business/Industry)
- Ensures that all relevant staff in WWF TCO follow the Partnership and Development Strategy, Network Standards and best practices for engaging with GAA's and business/industry, and work closely as a team to optimize synergies to ensure overall Fund raising and partnership satisfaction.
- Support the Country Director in managing donor and potential donor relations by organizing meetings, preparing presentations and documents and doing the research needed to help a Country Director to target potential funding.
- Has overall responsibility to identify research, build and maintain satisfactory relationships with partners at the national level and liaising with the relevant Partnership Managers, on sub-regional and regional levels respectively.
- Working with programme staff, donors and other stakeholders in the community to identify new opportunities for funding from existing donors; and new potential donors for WWF programmes.
- Working across WWF to ensure that fundraising is maximized (systematically working with NO's and Int'l at programme and fundraising level)
- Provides support, backstopping, guidance and training of WWF TCO staff in fund raising and partnership matters at all levels;
- Finds solutions to ensure compliance with donor agreements, e.g., timely technical and financial reporting and fulfilling donor's requirement regarding communication



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- Performs other duties as requested by the Country Director WWF TCO & WWF ROA Representative.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

Required Functional Skills

- Master's degree in Business Management, Development Studies or related fields;
- Proven track record in successfully managing inter-institutional relations, preferably in the development field;
- At least 7 years professional experience in inter-institutional relationship management;
- Highly competent on proposal and report writing skills, ability to understand the complex funding strategies of donors and match WWF's programmes against these strategies, understanding of the key principles of good project delivery as relevant to fundraising (objective, outcomes, outputs, activities and monitoring indicators)
- Knowledge and experience of the realities of development issues, donor institutions, and the not-for-profit sector;
- Excellent oral and written communication skills in English; Kiswahili, or any other language could be an added advantage.

Required Behavioural Skills

- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations;
- Excellent inter-personal skills, and proven ability to build and maintain strong relationships, negotiate/mediate on issues, chair meetings and resolve conflicts;
- Strong cross-cultural skills and versatility in dealing with different types of partnerships;
- Personal integrity with an honest and open personal style;
- Approachable, and an ability to engage partners at all levels;

IV. Working Relationships

Internal - Is part of WWF TCO Senior Management Team (SMT), which includes WWF TCO Heads of Departments (Conservation Manager, Finance Manager, Operations Manager, Human Resources Manager, Communications Manager and WWF TCO_M&E Officer). Works closely to support WWF TCO staff relevant to his/her responsibilities, as required coordinates and interacts with the all teams, eco-region teams, species teams, WWF International, and other WWF Network staff, especially those who have relations with partners in the region (e.g., GAA Gatekeepers in the National Organizations).

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

MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: https://www.wwf.or.tz/jobs_and_opportunities/jobs/ Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Friday, 05th August 2022 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org