



## VACANCY

### Role: Outreach and Fundraising Specialist

#### Description of Responsibilities (in accordance with SMART Key Results Targets) aligned along Organisational Strategic Priorities:

- Develops and deploys an organisational marketing and outreach framework (inclusive of actionable tools).
- Scopes, identifies and develops partnerships with relevant networks, coalitions, think tanks, intergovernmental organisations and CBOs and I/NGOs to drive EWEI's strategic priorities; and maintain a database of the same.
- Provides review/input on messaging and press releases.
- Proactively identifies prospects, building and maintaining a pipeline to grow donor partnerships.
- Supports donor and programme reporting processes through final reviews following input from different departments.
- Reviews existing Grant Management System, advises and establishes an improved system.
- Develops and delivers high quality grant proposals to secure diverse (restricted and unrestricted) funds for the organisation with set targets.
- Builds capacity and mentors assigned staff members.
- Tracks and reports progress on all assigned duties.
- Member of organisation's Senior Management Team.

### Competencies/Skills Required

- Relevant academic qualifications and capacity development track record
- A solid understanding of the development and non-profit sector in Nigeria and globally
- Demonstrated ability to network and liaise with international stakeholders, including the media.
- Excellent writing skills, including the ability to write blogs, press releases and edit and proofread reports.
- Strong service orientation, flexibility and understanding of organisation's needs
- Very good planning, coordinating, organising and analysing abilities.
- Excellent interpersonal skills and the ability to establish and maintain effective working relations with staff at all levels; ability to function independently and as a member of a team.
- Excellent research skills
- Leadership, teamwork and mentoring
- Ability to work responsibly on-site or remotely.

Please send up to date resume, completed application form (downloadable from our website's Work with Us page) and passport photo to [contact@eweing.org](mailto:contact@eweing.org) before or by **Wednesday, 12 August 2020** with email subject: "EWEI OFS."