|  |  |
| --- | --- |
| Planned Parenthood Federation of Nigeria (PPFN)  Job Description | |
| **JOB TITLE** | Advocacy and Resource Mobilization Manager |
| **SUPERVISOR** | Director, Advocacy, Business Development & External Relations |
| **DEPARTMENT** | Advocacy, Business Development & External Relations |
| **PERSONS (POSITIONS)**  **SUPERVISED** |  |
| **PERCENTAGE OF TIME**  **TO WORK** | 100% |
| **JOB LOCATION** | PPFN Headquarters |
| **SALARY** |  |
| **OVERALL PURPOSE**:  The Advocacy and Resource Mobilization Manager plays a key role in advancing the organization’s mission by leading and coordinating advocacy initiatives and mobilizing resources to sustain and expand its programs. The primary purpose of this position is:   * To develop and implement a comprehensive Advocacy and Resource Mobilization Strategy. * To establish and strengthen relationships with key stakeholders, including institutional donors, policymakers, and private sector partners. * To increase and diversify funding sources to ensure financial sustainability. * To advocate for policies and funding that support the organization’s programs and mission. | |
| **KEY TASKS**   * Develop and oversee the implementation of the organization's Advocacy and Resource Mobilization Strategy, ensuring alignment with organizational goals and priorities. * Lead engagement efforts with donors, government agencies, multilateral organizations, private sector partners, and philanthropic institutions to enhance funding opportunities and strategic partnerships. * Work closely with regional offices and program teams to identify funding opportunities and develop tailored fundraising proposals. * Strengthen the organization's advocacy efforts by developing policy briefs, position papers, and advocacy campaigns that promote sexual and reproductive health and rights (SRHR) and other key thematic areas. * Collaborate with the Communications Team to enhance the organization’s visibility among donors, policymakers, and the public. * Build strong relationships with policymakers and key influencers, ensuring active participation in policy dialogues, strategic forums, and advocacy coalitions. * Support capacity building initiatives for staff and key partners on advocacy, fundraising strategies, proposal writing, and donor engagement. * Monitor and analyze policy developments and donor trends to identify new funding and advocacy opportunities. * Ensure timely submission of donor reports, funding proposals, and impact assessments, maintaining compliance with donor requirements. * Represent the organization at national and international forums, conferences, and donor meetings to advocate for its mission and funding needs. * Promote a culture of advocacy and resource mobilization across the organization, integrating these elements into programmatic work. * Ensure gender is effectively mainstreamed in advocacy and resource mobilization efforts, in line with the organization’s Gender Equality Policy. * Perform any other related duties as assigned. | |
| **RESPONSIBILITIES**  **Staff responsibilities**   * Supervise and provide strategic direction to the Advocacy and Resource Mobilization team.   **b) Financial responsibilities**   * Manage the Advocacy and Resource Mobilization annual plan and budget.   **c) Advisory responsibilities**   * Advise senior leadership on trends, opportunities, and risks related to advocacy and resource mobilization. * Provide guidance to regional teams and member associations on advocacy and fundraising strategies. | |
| **EDUCATION & QUALIFICATIONS**   * Bachelor’s degree in International Relations, Political Science, Development Studies, Marketing, Business Administration, or a related field (Master’s degree preferred). * Certification in advocacy, fundraising, or project management is an added advantage. | |
| **PROVEN ABILITY**   * 5 years’ experience in advocacy and resource mobilization, with a track record of securing funding from institutional donors, foundations, and the private sector. * Strong knowledge of international development, donor relations, and policy advocacy. * Experience in managing relationships with government agencies, multilateral organizations, and the private sector. * Proven ability to develop and implement successful advocacy strategies and fundraising campaigns. * Knowledge of sexual and reproductive health and rights (SRHR) and international development frameworks is an asset. | |
| **PERSONAL COMPETENCES AND SKILLS**   * Strong interpersonal and networking skills to build and maintain relationships with key stakeholders. * Excellent communication skills (verbal and written) for policy engagement, donor negotiations, and proposal development. * Strategic and analytical thinking to identify opportunities and challenges in advocacy and fundraising. * Proven ability to work in a multicultural environment and lead teams effectively. * Proficiency in fundraising software, CRM systems, and digital advocacy tools. * Willingness to travel as needed (approximately 30-40 days per year). | |
| **PERFORMANCE APPRAISAL**   * Comprehensive end of probation review * Comprehensive annual appraisal review * Review and discussion of level of compliance towards timely correction of deficiencies. | |
| **TRAINING AND DEVELOPMENT**  Sponsorship and support will be provided to attend conferences, seminars, workshops and short-term training courses that directly relate to and enhance job performance | |
| **INTERNAL AND EXTERNAL CONTACTS**   * Regular consultation with Directors and Managers * Frequently consult with Director, Business Development and External Relations and other staff therein. * Relate and consult regularly   Occasional contact with suppliers, contractors and government officials | |
| **NATURE AND AMOUNT OF SUPERVISION**  The incumbent is expected to perform largely independently, be able to initiate and complete tasks. | |
| **TYPES OF DECISIONS AND RECOMMENDATIONS**  The focus areas of decisions and recommendations will be:   * Work plan of activities to be covered within the year. * Reports and recommendations on various financial positions * Provide quarterly report on the activities and operations of the National Headquarters. | |
| **ACCESS TO AND CUSTODY OF IMPORTANT AND CONFIDENTIAL INFORMATION**   * Letters and documents from Director Business Development and External Relations | |
| **RESPONSIBILITY OVER ASSETS**  As a member of staff, he/ she shall be responsible in Safeguarding advocacy materials, policy briefs, and donor engagement strategies | |
| **SAFEGUARDING POLICY**  **As a policy is committed to safeguarding and promoting the welfare of children,** young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. The incumbent has responsibility to:   * Adhere to the safeguarding reporting and monitoring requirements. * Demonstrate an understanding of and commitment to safeguarding in local and international context. * Demonstrate a willingness to sign and adhere to PPFN’s Code of Conduct and Safeguarding Policy. * Agree to the clause which requires all staff to sign a self- disclosure form which acknowledges that PPFN will disclose any misconduct in references. | |
| **RESPONSIBILITY OVER PEOPLE**  It is the responsibility of the staff to safeguard the lives of fellow staff. | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Executive Director/ Supervisor | |