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| 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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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).
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| **PERFORMANCE APPRAISAL*** Comprehensive end of probation review
* Comprehensive annual appraisal review
* Review and discussion of level of compliance towards timely correction of deficiencies.
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| **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.
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| **ACCESS TO AND CUSTODY OF IMPORTANT AND CONFIDENTIAL INFORMATION*** Letters and documents from Director Business Development and External Relations
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| **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.
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| **RESPONSIBILITY OVER PEOPLE**It is the responsibility of the staff to safeguard the lives of fellow staff. |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EmployeeSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Executive Director/ Supervisor |