

Resource Mobilisation Officer

Location	Lilongwe, Malawi or Nairobi, Kenya
Department	Resource Mobilisation
Reports to	Partnerships and Resource Mobilisation Manager
Contract type	Full-time, fixed two-year term
Application deadline	25 September 2026

About AFIDEP

The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy institute established in 2010 to help bridge the gaps between research, policy, and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through the use of evidence and advocacy to strengthen political commitment and resource allocation for development issues; inform the design and implementation of effective interventions; and strengthen governance and accountability structures for tracking development challenges in Africa. For further details, visit www.afidep.org.

About the Role

AFIDEP seeks a motivated and experienced candidate to fill the position of Resource Mobilisation Officer within the Institute's Business Development Unit. The Unit leads the implementation of AFIDEP's Resource Mobilisation Strategy, driving strategic opportunity identification, donor engagement, partnership development and positioning of the Institute to secure sustainable and diversified funding. The Resource Mobilisation Officer will work with the Business Development team and technical and support functions across the Institute.

The Resource Mobilisation Officer will directly support the coordination and delivery of institutional resource mobilisation efforts, including mapping opportunities for strategic partnerships, coordinating engagement with potential funders and partners, coordinating and contributing to proposal development, contributing to the continuous improvement of the Department's strategies, processes and procedures, supporting monitoring, evaluation and reporting, and contributing to institutional brand-building activities.

Key Responsibilities:

1. Strategic Planning & Opportunity Mapping

- Contribute to strategic planning to implement the Business Development Department's work plan.
- Research and identify potential funders and update the historical maps in the Microsoft Fundraising and Engagement application and other tools.
- Scan for relevant calls for proposals and concept notes and generate summaries for quick decision-making.

2. Partnership & Funder Engagement

- Support the establishment and maintenance of collaborative relationships with the Institute's partners — including research organisations, academia, government, media and civil society — to optimise proposal development and project implementation and enhance the AFIDEP brand.
- Support engagement with funders and partners.
- Populate partnership assessment and due diligence documentation.

3. Proposal Development Support

- Support proposal development, including background research, collating project and organisational information, and customising biographies and curricula vitae to specific calls.
- Support registration to funders' and partners' online proposal submission platforms.

4. Events, Monitoring & Reporting

- Support the planning of, and participate in, events and meetings relevant to resource mobilisation and partnership-building.
- Support monitoring of the Department's impact and reporting.
- Undertake other miscellaneous tasks as required.

Qualifications and Experience

The ideal candidate should have:

- A Master's degree in international development, social sciences, humanities, communications, business development, or another relevant discipline.
- At least five years of progressively responsible experience in resource mobilisation, business development, proposal development, grants management, donor reporting, strategic communications, or a related field, preferably within an international development or research organisation.

- Demonstrable knowledge and understanding of the funding regulations, compliance requirements, and priorities of major bilateral and multilateral donors, research funders, foundations and philanthropic organisations.
- Strong research and analytical skills, with the ability to identify, gather, synthesise and translate complex information and evidence into compelling proposals, concept notes, donor reports and other resource mobilisation materials.
- Demonstrable experience in planning, coordinating and delivering strategic events, stakeholder engagements, donor meetings or similar institutional positioning initiatives.
- Excellent writing, editing and proofreading skills, with the ability to communicate complex ideas clearly, concisely and persuasively to different audiences.

Competencies

- **Interpersonal and Relationship Management:** Excellent interpersonal skills, with the ability to build and maintain productive relationships with diverse internal teams, donors, partners and other external stakeholders.
- **Communication:** Excellent verbal and written communication skills, with the ability to communicate clearly, persuasively and effectively with diverse audiences.
- **Planning and Organisation:** Strong planning and organisational skills, with the ability to manage multiple priorities, coordinate complex processes and consistently deliver high-quality work within tight deadlines.
- **Collaboration and Teamwork:** Demonstrated ability to work effectively in a multicultural and cross-functional environment, fostering collaboration across teams and organisational functions.
- **Initiative and Proactivity:** A proactive and results-oriented approach, with the ability to identify opportunities and take initiative

How to apply

Interested candidates should submit a cover letter, detailed CV, and the names and contact details of three professional referees to Recruitment@afidep.org with the subject line “**Resource Mobilisation Officer**” by **25 September 2026**. Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted.

AFIDEP is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.