



**Job Advert – Program Officer -Business Development**

Job Title:	Program Officer -Business Development
Job Grade:	KT 4
Unit of Service:	Resource Mobilization& Quality Assurance
Reports To:	Team Leader Resource Mobilization & Quality Assurance
Duty Station:	KT Uganda
Employment Category:	Contract

**Purpose of the Job**

- To provide support and strengthen KT Fundraising and Business Development functions in line with KT partnership and resource mobilization strategy that aims at generating sustainable resources for Agribusiness transformation and organizational needs.
- To provide technical assistance in scouting for opportunities and responding to those opportunities by submitting expressions of interest, Concept Notes and Full proposals as the case may require.
- To build partnerships and consortia to co-create projects where such an action puts Kilimo Trust in a strategic position to crowd in more funders to commit resources to identified projects.

**Responsibilities:**

**Business Development**

- a) Identify and track relevant upcoming funding opportunities – through advance intelligence gathering, partner relationships, and other available resources – and inform Country Offices (COs) and relevant Organization’s technical and other partners.
- b) Conduct prospecting visits to Organization’s Country Offices to identify and prepare for upcoming funding opportunities.
- c) Manage Actions for pre-solicitation proposal preparations and bid planning including teaming, bid strategy, development of win-themes, oversight of and contribution to technical design, drafting management and other sections of the proposal in advance of the solicitation.
- d) Manage major open solicitations and other proposal submissions, including teaming agreements, oversight of technical design and cost proposal, PPRs, capacity statements, internal review/quality control processes, drafting sections of the proposal where appropriate.
- e) Represent The organization’s business development interests at relevant meetings, events, and within resource mobilization or donor-specific peer networks, as it relates to KT funding streams.
- f) Contribute to the expansion of the organization’s consultant roster for key technical and bid preparation functions.
- g) Contribute to Kilimo Trust growth plans and partnership building.
- h) Undertake partner mapping and deepen donor diversity focusing on growing the funding streams to include foundations and high net worth individuals supporting KT’s work.
- i) Identify, steward, and build relationships with existing and new institutional and corporate donors.
- j) Develop new business models in the areas of agricultural value chains, food and nutritional security, climate change adaptation and digital solutions in agricultural sectors and related areas.
- k) Initiate aggressive fund-raising activities aimed at raising funds (at least \$5Million per year) for KT.
- l) Advise and support KT to develop and implement their resource mobilization strategy, with a focus on developing strategic public and private sector partnerships with global and regional companies and institutional donors.

Technical:

- a) Provide technical assistance and support to KT Regional and country programs by reviewing scalable models that can be developed to fund projects.
- b) Maintain database/library of KT proposals and business development materials.
- c) Prepare and maintain proposal required documents and ensure proposals meet RFA/RFP requirements.
- d) Obtain necessary research and reference materials for proposals and conduct research as required.
- e) Write sections of proposals as assigned, including the technical approach, institutional capacity and experience, management plans, past performance, and the annexes.
- f) Ensure formatting of proposal documentation adheres to KT style.
- g) Maintain up-to-date and continuously improve proposal templates and boilerplate materials, including overseeing updates to past performance documentation.

Competencies Required:

- a) Ability to coordinate multiple projects simultaneously and work well under pressure and meet deadlines.
- a) Ability to effectively communicate with and coordinate activities of multiple partners, including field-based staff.
- b) Excellent technical skills in writing, editing, formatting, research, negotiation, and verbal communications.
- c) Attention to detail.
- d) Excellent interpersonal skills, and sense of humor.
- e) Willingness and ability to travel internationally, sometimes with little advance notice.
- f) International field experience in one of the organization's relevant technical sectors is a plus.

Educational Qualifications and Experience Required:

- a) Master's level degree in international development, Management, Business Administration, Marketing, or another relevant field. A Post-graduate degree in Partnerships and business development or related fields will be an added advantage.
- b) Bachelor's degree in relevant discipline combined with substantive work and international field experience will be considered.
- c) Five (5) years professional experience in leading resource mobilization or income generation functions preferably for a non-profit organization
- d) 5 years of experience in successful proposal development for I-NGO and other donors, including pre-solicitation preparation. Experience with Multilateral solicitations is required; substantive relevant experience in proposal development for other multilateral or bilateral donors may be considered within the years of experience sought.

How to Apply

If you are the right candidate, please send your application letter plus the following:

- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- ✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O' level, A' level - where applicable, Under-Graduate and Post-Graduate qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package.
- ✓

Please submit your application documents electronically to [recruitment@kilimotrust.org](mailto:recruitment@kilimotrust.org)

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

**Deadline for application: 28<sup>th</sup> July 2023**

Only shortlisted candidates will be contacted