# C:\FAO Office Computer\FAO_logo_Blue_2lines_en.jpg

# Food and Agriculture organization of the United Nations

### **Terms of Reference for Interns**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | |
| **Job Title:** Resource mobilization assistant |  | | | | | |
| **Division/Department:** FAO-GN | |  | | | | |
| **Location:** CONAKRY, GUINEA |  | | | | | |
| **Linkage to Four Betters:** | All | | | | | |
| **Expected Start Date of Assignment:** July 2025 | | |  | **Duration:** | 11 months | |
| **Report to:** Assistant FAOR Programme | | |  |  |  | |
|  | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  FAO Guinea is hiring an resource mobilization assistant. The ideal candidate holds a degree in Management, Marketing, Communications, or a related field, with proven experience in resource mobilization or development, preferably within a non-profit or international organization. A strong understanding of the principles of fundraising and donor engagement is essential.  The candidate must possess exceptional written and verbal communication skills, with the ability to craft compelling proposals and reports for a variety of stakeholders. Experience in database management, data analysis, and proficiency in office automation tools are critical, alongside familiarity with online fundraising platforms and digital outreach tools.  Strong organizational skills and meticulous attention to detail are required to ensure the effective management of multiple tasks and projects simultaneously. The candidate must be able to meet deadlines under pressure, demonstrating excellent time management abilities.  A key component of the role is the ability to work collaboratively in a team environment while also establishing and maintaining positive, productive relationships with diverse partners and stakeholders, including donors, government agencies, and NGOs. |  1. **Duties and Responsibilities:**  * Design and monitor the implementation of resource mobilization plans. * Contribute to the identification of funding opportunities, including grants, major gifts and partnerships. * Contribute to relationship management with existing and potential donors. * Prepare proposals and reports for donors and partners. * Contribute to the organization and management of fundraising events. * Coordinate fundraising campaign activities, including communications and promotions. * Participate in performance monitoring of fundraising campaigns and initiatives. * Prepare reports and analyses to evaluate the effectiveness of resource mobilization activities. * Manage donor and partner databases. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| * Identification of new sources of funding: The assistant must regularly identify potential partners and establish solid relationships. * Writing effective partnership proposals: Proposals must be clear, concise and persuasive to convince potential donors. * Development and implementation of a targeted prospecting plan; * Update resource mobilization database; * Regular communication with donors; * Increased number of donors; * Diversification of funding sources; * Improved donor retention rate; * Enhanced image of the organization with donors; * Development of a sustainable funding model; * Strengthening the organization's position in its ecosystem. | | | | | | End of contract |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * A strong understanding of the principles of fundraising and donor engagement is essential. * Candidates must be enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution n Management, Marketing, Communications,, or other closely related fields at the time of application, or recent graduates of such an institution. * Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).   **Additional Requirements:**   * Previous experience in resource mobilization or development, preferably within a non-profit or international organization, is considered an asset. * Understanding of project management methodologies and Familiarity with project management tools and software as MS Project, Asana, Trello. * Ability to identify potential risks and issues and good Skills in assessing the impact and likelihood of risks. * Capability to develop and implement mitigation strategies and relevant Knowledge of key performance indicators (KPIs) relevant to the project. * Ability to set up and track performance metrics and good Skills in budgeting and financial management. * Ability to monitor and control project expenses. * Ability to analyze project data and trends and Proficiency in scheduling and tracking project timelines. * Knowledge of quality assurance processes and standards and good Skills in monitoring and ensuring project deliverables meet quality requirements. * Skills in conflict resolution and fostering a collaborative environment. * Understanding of change management principles and practices with Ability to manage and communicate changes in project scope or direction. | | | | | | |
|  | | | | | | |