



VACANCY NOTICE No. 1354/ER/2022

POSITION TITLE	DIRECTOR "FUNDRAISING"
POSITION LEVEL	EXECUTIVE
CONTRACT TYPE	SERVICE CONTRACT
DUTY STATION	KINSHASA
CONTRACT DURATION	3 YEARS
CLOSING DATE	31 <sup>st</sup> January, 2023

*a. Job description*

The Director of Fundraising is responsible for raising funds for the Regional Post-Graduate Training School on Integrated Management of Tropical Forests and Lands (ÉRAIFT) and reports directly to the Director of ÉRAIFT.

The Director of Fundraising contributes to the national, regional and international influence of the School and to its development by demonstrating vision and **leadership** in anticipating and addressing environmental and social issues in Sub-Saharan Africa, particularly those related to the basic needs of local rural, urban and peri-urban populations, poverty alleviation, challenges of climate change, desertification, sustainable management of tropical forests, etc.

This position requires open-mindedness, but also rigor, the ability to listen and negotiate, initiative and creativity, the ability to mobilize teams for the design and drafting of projects, and the ability to support the Director in his efforts to bring a team together around a joint project. He/she should have a strong ability to communicate effectively and persuasively (orally and in writing) in real time, and to enforce the line of authority. He/she should possess organizational skills, including the ability to set plans and priorities and implement them effectively. Working under pressure and as part of a team, in a multicultural environment, reporting and sharing information and experiences should be part of his/her skills.

As a representative of ÉRAIFT at the highest international level, the Director of Fundraising is expected to promote the image of ÉRAIFT to the general public, to the managers to be trained, to the users of the School's services, to the partners and to the donors, as a highly efficient School, in terms of training and research, in the field of integrated management of tropical forests and lands.

*b. Main functions*

Under the supervision of the ÉRAIFT Director, the ÉRAIFT's Director of Fundraising is specifically responsible for the following tasks:



- Develop and implement ERAIFT's "Fundraising" strategy, based on the guidelines of the Board of Directors and the priorities of ERAIFT's private and public technical and financial partners;  
Develop a strategic plan for ERAIFT for the mobilization of extrabudgetary funds;
- Consolidate ERAIFT's current funding and diversify it, particularly at the level of the private sector, international NGOs and new institutional partners;
- Actively contribute to ERAIFT's financial and technical accountability and consolidate the trust of ERAIFT's technical and financial partners;
- Develop new projects in consultation with ERAIFT staff and ERAIFT's Technical and Financial Partners, initiate new partnerships and seek new public and private, national, regional and international funding sources contributing to ERAIFT's financial sustainability;  
  
Facilitate institutional collaboration agreements between the School and professional circles in order to bring students closer to the world of work;
- Contribute to the implementation of the project "Capacity building of biodiversity practitioners, scientists and policy makers for the sustainable management of protected areas and forest ecosystems in Africa" funded by the EU, as such, work in close collaboration with the project monitoring and evaluation officer and the communication officer.
- Support the Director of ERAIFT in his tasks and, if necessary, represent or replace him at his request with the TFPs.
- Participate in the proper management of the School's financial resources and deploy fundraising efforts to ensure the School's financial autonomy;

***e. Duration***

- This position will last for a maximum of 3 years;
- Like all ERAIFT staff, the Director of "Fundraising" is subject to a "*performance report*" issued by the Director of ERAIFT



#### *d. Profile*

- Senior international executive with at least twenty (20) years of experience in international cooperation;
- Have at least a Master 2 degree or equivalent.
- Have at least ten (10) years of experience in the formulation, monitoring, evaluation of projects, programs, policies in the sectors of natural resource management, conservation, tropical forests, climate change and forest governance;
- Perfect knowledge of French and advanced knowledge of English;
- Proven professional experience of at least (ten) 10 years in Central Africa;
- Proven experience in raising funds for research and development;
- Knowledge of the ERAIFT as well as its pedagogical and conceptual basis or the systems approach;
- Knowledge of national, sub-regional, regional and international organizations dealing with training and scientific research (INERA, FONAREDD, RIFFEAC, COMIFAC, ECCAS, CAMES, WWF, WCS, WRI, GIZ, UNESCO, CIFOR, CIRAD, MRAC, ENABEL, ARES, etc.);
- Basic knowledge of computer tools and use of the main software (Word, Excel, Power point, Outlook).

#### **e. Application submission**

We invite you to send your application (**with imperative mention of the job title and the No. of the Vacancy Notice in the title of the e-mail**) exclusively by e-mail to: [info@eraift-rdc.org](mailto:info@eraift-rdc.org) ; applications received after **5:00 p.m. Kinshasa on 31/01/2023 will not be considered for the selection of applications.**

Applications must include a cover letter and a CV in French and English with 3 international references to contact. Don't forget to include your e-mail address and telephone number.

Candidates preselected on the basis of the analysis of the administrative compliance of their files, will be admitted to an interview, by videoconference, chaired by the Director of ERAIFT and President of the Academic and Research Council (CAR).

We kindly invite you to send your application (**with imperative mention of the position title and the number of the vacancy notice in your email subject**) exclusively by email to: [info@eraift-rdc.org](mailto:info@eraift-rdc.org); applications received after **5:00 p.m. Kinshasa time on 31/01/2023 will not be considered for selection.**



**ÉCOLE RÉGIONALE POSTUNIVERSITAIRE D'AMÉNAGEMENT ET DE  
GESTION INTÉGRÉES DES FORÊTS ET TERRITOIRES TROPICAUX**

**- ÉRAIFT -**

**Category 2 center under the auspices of the UNESCO**



Applications must include a cover letter and a CV in French and English with 3 international references to contact. Do not forget to include your email address and telephone number.

Candidates shortlisted, after evaluation of the administrative compliance of their applications, will be admitted to a videoconference interview, chaired by the Director of ERAIFT and President of the Academic and Research Council (ARC).

Done in Kinshasa, December 29, 2022

The direction