

# Partnership and Resource Mobilization Officer, Americas Liaison Office

<b>Vacancy Announcement Number</b>	1604
<b>Date of Issue</b>	15/03/2018
<b>Deadline for Applications</b>	15/04/2018
<b>Organizational Unit</b>	Americas Liaison Office
<b>Level</b>	P-3
<b>Duty Station</b>	WASHINGTON
<b>Duration of Assignment</b>	2 years

## Organizational context

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.

## Post's organizational accountability

The Partnership and Resource Mobilization Officer position's purpose is to deepen corporate level collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment, either a Liaison Office or specific focus such as fund management, public partnerships, etc. S/He may also serve as focal point and resource for PRMO colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for IFAD and influence in support of its mission.

S/He works under the general supervision of a director, either of the PRMO or of a liaison office; the assignments are accomplished independently.

In particular, the Partnership and Resource Mobilization Officer ALO is responsible for facilitating communication between U.S. lawmakers and IFAD management, transmitting IFAD's messages in a transparent manner and ensuring that the U.S. Administration and the U.S. Congress, and other key actors understand the Fund's objectives and how these align with U.S. objectives when it comes to foreign aid and foreign policy.

The Partnership and Resource Mobilization Officer ALO coordinates with IFAD colleagues at HQ and in ICOs as well as Congressional committees to communicate the status of IFAD's programmes and policies. Additionally, the Partnership and Resource Mobilization Officer ALO shall assemble materials representing the Fund's position on pertinent issues in preparation for Congressional hearings and other events.

## Key results expected / Major functional activities

The Partnership and Resource Mobilization Officer ALO:

1. Seeks and promotes new partnerships and resource mobilization, working with IFAD colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs. Receives and screens inquiries from potential collaborators and facilitates communication with appropriate IFAD staff. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant IFAD staff. Provides strategic, logistical and programmatic support to senior management and other IFAD staff in corporate engagement and interaction with assigned partners.
2. Develops and implements annual partnership engagement and resource mobilization plans.
3. Develops and maintains deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to IFAD's base of knowledge on partnership and resource mobilization. Expands IFAD's network of key interlocutors to build stronger relationships between IFAD and governments, Rome-based embassies, other key decision makers, regional development institutions, foundations, the private sector, international financial institutions and/or relevant constituencies.
4. Acts as focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensure that IFAD's interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of IFAD's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for IFAD Senior Management.
5. Contributes to strategies for engagement and the development of communications products to enhance IFAD's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message development. Works closely with IFAD colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that IFAD supports. Contributes written inputs for communications instruments that best inform and influence decision makers.
6. With specific reference to outreach with U.S. government and partners:
  - Ensures the effective and efficient implementation of the outreach and advocacy strategy with the U.S. Congress and the U.S Administration, identifying and cultivating champions, promoting increased awareness of IFAD and its mandate, highlighting synergies and complementarities with the U.S. position and strategy vis-à-vis issues of mutual relevance.
  - Accompanies Senior Management and/or Chief, ALO to Congressional meetings and ensure follow-up actions are taken.

- Keeps abreast of and provides timely intelligence and analysis of relevant developments and activities within the Congress, the Administration, the U.S. Treasury and other key partners of relevance to the Fund.
  - Develops and maintains strong relations with U.S. based advocacy groups, e.g. InterAction, the One Campaign, the Alliance to End Hunger, etc.
  - Identifies opportunities for dissemination of information on IFAD and its work, including through events both on and off Capitol Hill, with like-minded partners and champions. Proposes and facilitates concrete options for engagement within and on the margins of high-profile events in Washington DC and beyond.
  - In close consultation with the Chief, ALO and the Communications Division, develops and implements a communications strategy for outreach with the U.S. Government, engagement with the U.S. media and sustained outreach through social media to disseminate public interest stories on the impact of IFAD's work.
  - Performs research in preparation for responses to congressional and administration queries and/or as input to drafting speeches and briefings for Senior Management.
7. Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.
8. Managerial Functions: The incumbent is accountable for integrity, transparency, and equity in the personal use of assigned IFAD resources, including equipment, supplies and, as applicable, staff supervised.

## Impact of Key results / Key performance indicators

The Partnership and Resource Mobilization Officer is a seasoned professional in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the Officer directly impacts on the professionalism of the incumbent and the overall reputation of PRMO in terms of both substantive depth and adaptive relevance to emerging issues and changing client needs. S/He follows established procedures but is expected to make recommendations on strategies for engagement and communications products. The Partnership Officer is accountable for quality, substantive input and ability to project a competent and trusted image of the Fund to partners within IFAD and outside.

## Representation / Work relationships

Representational functions of the Partnership and Resource Mobilization Officer are focused on establishing and maintaining relationships, building stronger relationships, identifying and pursuing of opportunities for outreach, engagement, policy influence and collaboration, and projecting the image of a credible/reliable partner. S/He presents policy positions, seeking to inform and build partnerships, within the limitations of guidelines set by the supervisor.

Work relationships are established and maintained with counterparts both inside as well as outside the Fund. Exchange of information typically requires proactivity to clearly establish the policy, positions or practices of the Fund. S/He functions as a collaborative partner within the Fund to enhance partnership development and resource mobilization.

## Competencies

### Organizational

- **Strategic thinking and organizational development:** Personal influence (Level 1)
- **Demonstrating Leadership:** Personal leadership and attitude to change (Level 1)
- **Learning, sharing knowledge and innovating:** Continuously seeks to learn, shares knowledge and innovates (Level 1)
- **Focusing on clients:** Focuses on clients (Level 1)
- **Problem solving and decision making:** Demonstrates sound problem solving and decision making ability (Level 1)
- **Managing time, resources and information:** Manages own time, information and resources effectively (Level 1)
- **Team Work:** Contributes effectively to the team (Level 1)
- **Communicating and negotiating:** Communicates effectively: creates understanding between self and others (Level 1)
- **Building relationships and partnerships:** Builds and maintains effective working relationships (Level 1)
- **Managing performance and developing staff:** Manages staff and teams effectively (Level 1)

### Technical/Functional

- Thorough knowledge of partnership development and resource mobilization.
- Skill in applying concepts and theories to complex issues and actively develop alternatives / proposals for service or methodological changes.
- Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities.
- Ability to conduct sound policy analysis.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Ability to contribute to formulation of strategies and policies.

## Minimum recruitment qualifications

### Education:

- Advanced university degree from an accredited institution in international development, international relations, political science or related field or other job related field.

### Experience:

- At least five (5) years of progressively responsible professional experience in outreach and liaison and/or any resource-mobilization related activities, preferably in a multi-cultural organization or national organization providing support on a global scope.

### Language requirements:

- Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, French, or Spanish) is desirable.

## Other information

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD, and they may be assigned by him/her to any of the activities of IFAD, including field assignments and/or rotation within IFAD.

In the interest of making most cost effective use of funds and resources, we are only able to respond to applicants who are short-listed for interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful

Candidates may be required to take a written test and to deliver a presentation as well as participate in interviews.

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