



## **VACANCY FOR THE POSITION OF RESOURCE MOBILIZATION OFFICER**

CARD is seeking for a dynamic and results-driven Resource Mobilization Officer to be responsible for mobilizing and coordinating financial and non-financial resources to support our mission. This position requires a creative and proactive professional with strong proposal writing, donor networking, conversant with Climate Change processes and leadership skills. He or She should also be a fast decision maker, innovative and computer literate and have a proven track record in resource mobilization.

### **Job Summary**

Under the leadership of the Executive Director, the Resource Mobilization Officer will be responsible for mobilizing and coordination of financial and non-financial resources.

### **Key Responsibilities**

- Coordinating resource mobilization work plan and follow-up on implementation of the plan
- Building good relationship with partners and prospective donors.
- Innovative searching of funding sources for CARD in line with the vision, mission of the organization.
- Setting realistic and achievable goals on fundraising activities for CARD.
- Mobilizing non-financial resources from private sector, individuals and corporate agencies.
- Identify, qualify and cultivate donor relations with existing and prospective individual developmental partner.
- Support the execution of major grants and fundraising campaign strategies by crafting proposals, writing presentations, developing fundraising visits, and developing strategic communications.
- Serve as a member of the grants fundraising roundtable to ensure that individual donor strategies are integrated into appropriate communications and fundraising channels and tools (i.e., website, newsletters, annual reports, etc.)
- Coordinate or support the development of communication tools for fundraising events in liaison with Communications Officer (i.e., talking points, scripts, presentations, videos, testimonies, and proposals, etc.)
- To ensure that fundraising and resource mobilization information are up to date on the CARD website and other related social media platforms.

- Conduct research and analysis for donor prospects.
- Maintain accurate and complete records of communications with donors.
- Internal and external reporting obligations.

### **Qualifications: Education/Technical Skills and Experience**

- Bachelor's Degree in Development Studies, Social Science, project management and/or other relevant disciplines.
- Minimum 3 years' experience in resource mobilization and fund-raising activities for the organization.
- Have a fair knowledge of Climate Change issues
- Have good interpersonal skills.

Interested persons with suitable qualifications should submit their applications together with a detailed resume and names of three traceable referees, one of whom should be clergy to:

The Executive Director  
CARD  
P O Box 2733  
**Blantyre**  
[card@cardmw.org](mailto:card@cardmw.org)

Closing date for receiving application is Wednesday, 22<sup>nd</sup> October 2025 and only shortlisted candidates will be acknowledged. The successful candidate should be prepared to start work as soon as possible.

CARD is an equal opportunity employer and welcomes applications from people with disabilities and women.