

JOB DESCRIPTION

Job Title: Senior Resource Mobilization Officer	Department: Shared Services
Reports To: Executive Director and President	Employment Status:
Supervises: Resource Mobilization Officer	☒ Full-time ☐ Part-time ☐ Project-based ☐ Consultant Others (specify): _____
Job Level: Supervisory	Work Location: Meralco Office
General Description: The Senior Resource Mobilization Officer is responsible for developing and implementing comprehensive fundraising strategies to secure financial resources and partnerships essential for the organization's mission. This role involves building and maintaining relationships with donors, writing and managing grant proposals, organizing fundraising campaigns and events, and ensuring compliance with ethical standards. The manager also analyzes fundraising data, prepares reports, and collaborates with various teams to maximize resource mobilization efforts. Through strategic planning and effective donor engagement, the Senior Resource Mobilization Officer plays a critical role in sustaining and advancing the organization's initiatives.	
Essential Functions: Fundraising Strategy Development: • Develop and implement a comprehensive resource mobilization strategy. • Identify potential funding sources, including grants, donations, partnerships, and other revenue streams. Donor Engagement and Management: • Build and maintain relationships with current and potential donors. • Develop donor engagement plans and communication strategies. • Ensure regular communication and reporting to donors, highlighting the impact of their contributions. Representation and Relationship-Building • Represent the Foundation in several donor meetings and other spaces relevant to resource mobilization; • Outreach to a wide variety of stakeholders and networks to broaden and strengthen the contributor base of the Foundation Campaign and Event Planning: • Plan and execute fundraising campaigns, events, and activities. • Coordinate with marketing and communications teams to promote fundraising initiatives. Financial Planning and Budgeting: • Work with the finance team to develop budgets for resource mobilization activities. • Monitor and manage fundraising expenses, ensuring cost-effectiveness. Data Analysis and Reporting: • Track and analyze fundraising data to assess the effectiveness of resource mobilization strategies.	

- Prepare regular reports on fundraising activities, outcomes, and financial performance.

Compliance and Ethical Standards:

- Ensure all fundraising activities comply with relevant laws, regulations, and ethical standards.
- Maintain transparency and accountability in all resource mobilization efforts.

Advocacy and Awareness:

- Advocate for the organization's mission and programs to attract resources.
- Increase awareness of the organization's impact to enhance donor support and engagement.

Educational Background/Work Experience:

- Bachelor's Degree in business administration, public management, development studies, international relations, project management, communication, marketing, or other fields relevant to partnerships building.
- At least five (5) years of resource mobilization or fundraising experience in a non-profit organization preferably at the national or international level;
- Comprehensive understanding of partnership development principles, techniques, and practices, with the ability to work in diverse and cross-cultural environments.
- Proficiency in building and sustaining partnerships at the organizational, local, and international levels.
- Demonstrated expertise in creating and executing communication and media materials for resource mobilization.
- Strong interpersonal skills and ability to conceptualize ideas and advocate consensus
- Proven track record in successful resource mobilization with the ability to develop ideas and foster agreement.

Other Skills/Qualifications:

- Exceptional interpersonal, communication, and organizational skills, with a demonstrated ability to facilitate and strengthen the involvement and collaboration of a broad range of internal and external partners
- Strong leadership and project management skills.
- Exceptional written and verbal communication skills.
- Poise and ability to act calmly and competently in high-pressure, high-stress situations.
- Ability to work collaboratively across departments and with external partners.

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ABOUT PDRF

Established in 2010, the Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector coordinator for disaster resilience. As an alliance of businesses dedicated to building the disaster risk management capabilities of the private sector in the country, PDRF aims to contribute to the sustainable development and general welfare of the Filipino people.

Composed of over 60 member companies, PDRF is co-chaired by PLDT-Smart Communications Chairman Manuel Pangilinan, Ayala Corporation Chairman and CEO Jaime Augusto Zobel de Ayala, and Cardinal Luis Antonio Tagle.

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Interested applicants may send their curriculum vitae and cover letter (addressed to Executive Director Veronica T. Gabaldon) to recruitment@pdrf.org.ph

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