



DIERENARTSEN | VÉTÉRINAIRES  
ZONDER GRENZEN | SANS FRONTIÈRES

BELGIUM

## Institutional Fundraising Officer (M/F)

**Location:** Brussels, Belgium  
**Reports to:** Direction of Operations (2 Regional Directors)  
**Contract:** Permanent; full-time  
**Travel:** Frequent travel, mainly in Africa

### Operational Context

In Africa, millions of people survive by their livestock. Yet veterinary care is often insufficiently available. When farmers lose their herds to disease, drought or conflict, they lose everything: their pride, their culture, their savings and their livelihood. By helping to care for livestock and improve production, Vétérinaires Sans Frontières Belgium (VSF-B) supports local populations in their struggle against hunger and poverty.

### About VSF-B

VSF-B is a Belgian NGO, with headquarters in Brussels and regional offices in West Africa and the region of the Great Lakes.

Our mission is to empower disadvantaged livestock dependent communities in the South to improve their well-being. We have development programs in 8 African countries: Mali, Burkina Faso, Niger, DR Congo, Rwanda, Burundi, Uganda and Tanzania. In Europe, our activities focus on sensitization and lobbying of consumers, livestock professionals and decision makers.

### About the role

The Institutional Fundraising Officer is responsible for driving the institutional fundraising strategy to secure and manage significant income from a diverse range of donors, such as governments, international organizations, multi-donor funds, and large trusts and foundations that operate grants in a similar way to recognized institutions.

You are able to manage multiple projects and tasks within tight deadlines – in close cooperation with those responsible for the carrying out the projects in the field.

## **Main Responsibilities**

Your main responsibilities will be as follows:

### **Relationship-Building: Build and maintain relationships with a portfolio of government, bilateral, multilateral partners**

- ✦ In close collaboration with the Country Director and regional offices, take the lead in building and maintaining strategic partnerships with present and prospect institutional donors to ensure program funding in current and new countries of operations.
- ✦ Coordinate the contact database for institutional donors.

### **Support and coaching in Program Funding and Design:**

- ✦ Liaise with the Country Director (country program), Regional Directors (cross country), The Program Expert, ensuring an appropriate process is in place for the development of high-quality program designs and institutional proposals for the countries where VSF-B is currently active, as well as –prospected- new countries.
- ✦ Give support to in-country colleagues and other stakeholders to prepare, finalize institutional proposals and reports. aligning VSF-B objectives and plans with donor preferences. Ensure all proposals are reviewed and approved by, before final submission to the donor
- ✦ While providing guidance to colleagues on guidelines of key donors such as ECHOS, EU, USAID etc., make sure their capacity is built.
- ✦ Take the lead in case of cross-country programs.
- ✦ Ensure compliance with donor rules and VSF strategy and procedures (donor registration, donor proposals including budgeting (maximize full cost recovery), donor reporting, internal program approval and planning processes)

This role will also be expected to undertake any other duties as requested, supporting fundraising and relationship building across the organization.

## **PROFILE**

We are looking for a responsible, committed, entrepreneurial individual who is passionate about VSF-B's core issues.

Someone with in-depth knowledge of government, bilateral, multilateral revenue streams. You will be an institutional fundraising specialist already working in international development, preferably in a mid-range size organization.

### *Education*

- ✦ Degree in a relevant field of study (international relations, international cooperation, veterinary/agricultural engineer, management, legal, ...) of equivalent through career qualifications

### *Knowledge and experience*

- ✦ Excellent project management skills with experience in managing and supervising administrative projects
- ✦ Significant experience in institutional fundraising and/or program management.
- ✦ Excellent knowledge of the (project-)proposal guidelines used by the main Institutional Donors (amongst which EU, ECHO, Worldbank, USAID, ...);
- ✦ Experience in developing and implementing relationship-building and fundraising strategies.
- ✦ Demonstrated ability to lead and finalize large scale strategic funding proposals and reports coordinating input from a variety of sources.
- ✦ A successful track record in initiating, cultivating and securing support from governments, aid agencies, trusts and foundations for international development work.
- ✦ Experience in international development and acquainted with trends in international development funding.
- ✦ Numeracy and experience of developing budgets
- ✦ Experience of working overseas (preferably in Africa)

### *Skills*

- ✦ Planning and organization skills
- ✦ Team worker meanwhile capable to operate independently
- ✦ Strong analytical thinking skills
- ✦ Highly developed persuading and influencing skills, including excellent written and verbal skills
- ✦ Excellent inter-personal skills and an affinity for networking, building and managing relationships
- ✦ Strong project management skills
- ✦ Computer skills – Outlook, Office 365, Word, Excel and PowerPoint
- ✦ Fluent French and English (spoken and written), Dutch is an advantage

## **HOW TO APPLY?**

Please send your motivation letter, curriculum vitae and contact details of three reference persons by e-mail to [grant@vsf-belgium.org](mailto:grant@vsf-belgium.org) before **03/08/2018**.

Candidates should be eligible to work within the European Union. Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

More information: [veterinairessansfrontieres.be](http://veterinairessansfrontieres.be) or [dierenartsenzondergrenzen.be](http://dierenartsenzondergrenzen.be) or [vsf-belgium.org](http://vsf-belgium.org)