



GLOBAL PEACE DEVELOPMENT VACANCY ANNOUNCEMENT

Global Peace Development (GPD) is a Non-Governmental Organization (NGO) founded in April 2002 and focuses on promoting peace for development in Nigeria. The organization envisions a country where peace and development is enjoyed by all. GPD seeks to build peace, gender equality, social justice, and foster democracy and governance at the community, local, state and national levels. Our core programme areas include Gender Equality, Conflict Prevention and Peacebuilding, Democracy and Governance, Environment and Community Health, and Sustainable Development. Global Peace Development operates actively in 9 States of Nigeria; Kaduna, Nasarawa, Taraba, Adamawa, Yobe, Ebonyi, Delta, Cross River, and Edo.

GPD is inviting applications from qualified candidates to fill the position in our Abuja Office:

Partnership and Business Development Manager- Abuja

The Partnership and Business Development Manager will work to develop and submit high quality donor proposals and tender bids that are aligned with GPD's thematic focus.

S/he must be proactive in identifying new and non-traditional sources of funding from a range of institutional donors and working with Program Managers, State Coordinators, Finance and Human Resource Department to leverage funding prospects leading to an award.

S/he will lead GPD Partnership and Business Development Team to develop fundable proposals, engage potential partners, and any other functions for effective resource mobilization.

This position will involve field visits and travel to other GPD States.

Scope of Roles

Reports to: S/he will work under the direct supervision of the Executive Director and National Program Manager

Working relations: Work closely with the Program Managers, State Coordinators, Finance Department and Human Resource Department.

Major Roles and Responsibilities

- Review and provide feedback on proposals and tender bids ensuring compliance with proposal development guidelines
- Provide ongoing guidance on donor policy and focus and identify institutional funding prospects
- Initiate and set goals for programs based on the organization's strategic objectives, including identifying processes, deadlines and milestones, and work with GPD State Coordinators to ensure effective delivery of grant proposal
- Develop and track milestone delivery tools for all GPD Programme Areas on bi-annual basis with respect to funding received

- Conduct periodic missions to GPD State Offices and or organise online virtual meetings with core Programme Staff and State Coordinators to collect data needed for strong business and grant proposal.
- Support partnerships and collaborations with MDAs and other development partners for experience sharing and learning to promote increase grants award to the organization
- Represent the organization in key grants and resource mobilization bids opening and grants meetings
- Develop and update donor reporting calendar and report tracking system;
- Lead the development and review of organizational Strategic Plans in collaboration with the National Programme Manager, and departmental heads.
- Work closely with the Executive Director on other matters of Programming as will arise

Qualification and Skills

- Minimum of a Bachelor's degree in Social Work, Rural Development, Peace Studies or similar
- Minimum 5-10 years of prior experience in NGO sector
- Experience working with diverse stakeholders in the NGO sector
- Strong understanding of resource mobilization and grant making process
- Excellent project management skills
- Excellent team building skills
- Excellent writing skills
- Excellent time management skills
- Good communication skills
- Creative and innovative mindset to improve programs and drive social impact

How to Apply

Qualified candidates should submit the following materials by e-mail to Info@globalpeacedev.org

Cover letter not more than 2 pages

Curriculum Vitae

Subject line of emails must state clearly, job title of position applied for and location **Partnership and Business Development Manager- Abuja**

Closing date for receipt of applications is **November 30th, 2022**

Only Shortlisted candidates will be contacted.