



JOB OPPORTUNITY

ABOUT GLAMI

GLAMI mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially-responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society. We accomplish our mission through our two extracurricular programs : **Kisa Program** and **Binti Shupavu**.

To learn more about GLAMI, please visit our website at www.glami.or.tz

We are seeking enthusiastic, qualified and experienced candidates to fill in the position of **Strategic Partnership & Resource Mobilisation Manager** Location: **Head Office ,Arusha**.

JOB OVERVIEW

The Strategic Partnership & Resource Mobilisation Manager is responsible for driving the organization's resource mobilization strategy through grant acquisition, donor management, partnerships development, and fundraising initiatives and other sources of funds within the organisation. This role oversees the full grant lifecycle, ensures compliance with donor requirements, strengthens external relationships, and contributes to organizational sustainability. The major expected results include increased funding, strong donor relationships, timely reporting, and strategic partnerships that support the organizational mission and program growth.

RESPONSIBILITIES & TASKS DESCRIPTION

Leadership

- Provide strategic leadership in sustainable development, grants management, partnership development, and fundraising efforts.
- Serve as a key member of the management team, supporting organizational planning and strategic direction.
- Advise the Executive Director and collaborate with senior leadership on funding strategies and donor engagement priorities.
- Represent the organization in donor meetings, networking events, and partnership forums.

Grants Management

- Establish and maintain relationships with funders.
- Lead the full grant lifecycle - from opportunity identification to proposal development, submission, compliance, reporting, and close-out.
- Prepare high-quality concept notes, proposals, budgets, and supporting documentation.
- Ensure compliance with donor regulations, agreements, and internal policies.
- Maintain a grants calendar and ensure timely submission of all reports.
- Coordinate grant implementation with program, MEL, and finance teams to ensure accuracy in tracking deliverables and financial utilization.
- Review grant agreements and guide the organization on compliance requirements.

Partnerships Development

- Identify, cultivate, and manage partnerships with NGOs, INGOs, government agencies, corporations, foundations, and community stakeholders.
- Support development and review of MoUs, partnership agreements, and joint initiatives in alignment with organizational policies, including the Data Protection Policy .
- Maintain an updated database of partners and engagement plans.
- Enhance organizational visibility through participation in collaboration platforms and donor networks.

Fundraising and Resource Mobilization

- Develop and implement a resource mobilization and fundraising strategy that diversifies funding streams.
- Conduct donor mapping and research to identify new and emerging funding sources and provide written recommendations.
- Coordinate fundraising campaigns, donor outreach, and strategic fundraising events.
- Develop communication and fundraising materials in collaboration with communications teams.
- Ensure timely provision of budgets and required documents for funding applications and donor reports.
- Regularly report on all grant search and application activities to the Director of Operations.

Stakeholder Engagement

- Build and sustain positive relationships with donors, partners, government institutions, and community stakeholders.
- Provide consistent communication with donors regarding project progress, opportunities, and challenges.
- Facilitate internal communication to ensure program teams understand donor priorities and reporting expectations.

Team Collaborations and Compliance Oversight (Grants-Related)

- Support finance teams in budget development and grant-related financial tracking.

- Monitor grant budgets to ensure alignment with donor requirements and approved plans.
- Facilitate internal communication to ensure program and Operations teams understand donor priorities and reporting expectations.
- Work closely with MEL teams to collect accurate data for reports and proposals.
- Maintain the Grant database - logging and tracking applications and updating major donor information.
- Integrate lessons learned into future grant applications and partnership strategies.
- Contribute to the development of tools such as grants scorecards to track progress and performance.
- Coordinate revisions, reallocation requests, and financial reporting for grants.
- Support internal and external audits related to grant-funded projects
- Prepare narrative and financial sections of donor reports in coordination with relevant departments.
- Maintain thorough documentation of grant processes, communications, and submission records.

Other:

Perform any other duties assigned by your supervisor/Line manager.

QUALIFICATIONS & REQUIREMENTS :

You are the right cultural fit for the team at GLAMI if you are passionate about girls' education and have a genuine desire to inspire others and act as a role model for Tanzanian girls.

Personal/Professional Requirements

- Bachelor's degree in Development Studies, International Relations, Business Administration, Nonprofit Management, Law or a related field.
- A Master's degree in a relevant field (e.g. International Development, MBA, Public Administration) is an added advantage
- Minimum of 5 years of successful fundraising, grant acquisition, and donor engagement experience, with a proven track record of securing funding from institutional donors, foundations, and corporate partners.
- Demonstrated experience managing grants from major donors such as agencies, INGOs, LNGOs, government agencies, and private foundations.
- Proven experience in proposal development, budgeting, and compliance management.
- Previous experience designing or implementing a fundraising or resource mobilization strategy is highly desirable.
- Experience working cross-functionally with finance, MEL, Communications and program teams.

Skills

- Exceptional proposal writing, storytelling, and communication skills, with evidence of successful submissions.

- Strong relationship-building and networking skills with the ability to cultivate long-term donor and partner relationships.
- Demonstrated ability to manage multiple deadlines and complex donor requirements.
- Strong financial literacy and experience supporting grant budget development.
- Excellent presentation, negotiation, and interpersonal skills.

Knowledge

- Deep understanding of donor compliance requirements, funding mechanisms, and reporting standards.
- Knowledge of resource mobilization trends, partnership-building approaches, and fundraising best practices.
- Familiarity with Tanzanian NGO regulations and sector-specific policies is an added asset.

If you are enthusiastic about empowering Tanzanian girls through education and believe you meet the qualifications, we encourage you to apply for the Strategic Partnership & Resource Mobilisation Manager position at GLAMI.

Join our team and make a difference in the lives of young girls in Tanzania!

HOW TO APPLY

To apply, please submit your resume and a one-page cover letter in a single PDF file to recruitment@glami.or.tz

The closing date for submission of applications is the end of business day on 08th June 2026.

Please Note: This position is open to candidates and it will last for 14 days effectively from today. Only shortlisted candidates will be contacted for interviews. Female candidates are highly encouraged to apply.

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