

Job title: Resource Mobilization Officer (IP-2)

Purpose of the role: manage and develop a plan for strategic, integrated, and effective resource mobilization for ICCROM's Programmes, actively identify and seek funding opportunities, and negotiate funding agreements.

ICCROM is an intergovernmental organization working in service to its Member States to promote the conservation of all forms of cultural heritage in every region of the world.

In the **Partnerships and Communications Unit** we ensure that Member States, heritage professionals, partners, and main stakeholders, are engaged with ICCROM and informed of its activities and work.

Main functions

The role involves, but is not limited to, the following functions:

1. Design and develop a Resource Mobilization Plan aligned with ICCROM's Programmes and within a programmatic approach to achieve ICCROM's Vision, Mission and Goals.
2. Identify, seek and mobilize Voluntary Contributions in an integrated and programmatic manner across Programmes.
3. Actively map Donors' trends, priorities and calls.
4. Identify and seek non-earmarked/soft-earmarked, predictable and multi-year funds for the Programme's sustainability from traditional and non-traditional Donors and other innovative funding sources and potential resource partners, including the Private Sector, Foundations, Charities, IFIs, and other types of funding mechanisms (including GEF and GCF and others), increasingly broadening the donor base over time.
5. Initiate and maintain contacts with potential Donors to explore funding opportunities, lead and coordinate negotiations of funding agreements and project proposals with governments, international organizations, private sector and other resource partners.
6. Coordinate the design and establishment of a Project-Cycle Manual and related workflow and templates.
7. Coordinate the establishment of Trust Funds, including Multi-Donors Trust Funds.

Additional functions

The holder of this position will also be responsible for the following additional duties:

1. Coordinate the development of Concept Notes and Project Proposals in close collaboration with the Director-General, Project Managers and Officers to effectively implement the Resource Mobilization Plan.
2. Work closely with Programmes colleagues to ensure the overall management and development of resource mobilization activities and projects.
3. Prepare donor reports in collaboration with Programme and Accounting colleagues and submit them to donors in a timely manner.
4. Organise bilateral and groups meetings with existing and potential donors and resource partners and prepare documents and reports.
5. Perform other duties as assigned consistent with the staff member's background and experience and the needs of the organisation.

<p>Budget responsibility: Manage the assigned budget effectively and in a sustainable manner.</p>
<p>Main relationships Reports to: Partnerships and Communications Unit Manager Supervise roles: interns and collaborators as required Other relevant relationships: Maintain effective working relationships with key stakeholders throughout the project cycle, including supporting implementation, facilitating monitoring and compliance issues and ensuring submission of all types of Donors' reports, as required.</p>
<p>Technical knowledge</p> <ol style="list-style-type: none"> 1. Advanced university degree in international development, development economics, international law, business administration, or another field relevant to the position. 2. Experience in a resource mobilization role in an international setting and/or managing international partnerships with demonstrated success in all aspects of resource mobilization (targeting, proposal writing, sales, negotiation, reporting). Experience in working with the private sector is a plus. 3. Demonstrated understanding of cultural heritage conservation and preservation issues at international and national levels and how to develop successful proposals and initiatives to leverage funding and build awareness and support in these areas. 4. Familiarity with multilateral cultural heritage agreements and the work of conventions. 5. Fluency in English or French, with knowledge of the other and any other language as an advantage.
<p>Organizational competencies All ICCROM staff and personnel need to ensure that they demonstrate the required behaviours in order that we can deliver on our mission. These behaviours underpin everything that we do, both internally and when working with stakeholders. The ICCROM Competency Framework provides an inventory of expected skills and relative behaviours that lead to successful performance:</p> <ul style="list-style-type: none"> • Results focus Takes accountability for the delivery of agreed results in service of the strategic directions and plans, and demonstrates an understanding of how these contribute to the goals of ICCROM. • Planning and organising Establishes a realistic and systematic course of action to accomplish objectives, determines priorities, and allocates resources effectively. • Innovates and embraces change Demonstrates initiative and creativity, developing new ideas and approaches and taking initiatives, when required. Continually seeks to improve the knowledge, skills and work processes. • Decision making Forms sound, evidence-based judgments, makes choices, assesses risks to delivery, and takes accountability for results. Takes responsibility for own words and actions and can be relied upon consistently. • Building and maintaining relationships Builds and maintains relationships outside own immediate team, partnerships and networks to achieve common goals.

Any change, addition, omission or other alteration of the present Job Description will be made after contacting the staff member and will be communicated by written notification.

Date: 30/04/2024

Unit Manager	Human Resources Office	Post Holder