



Fonds pour les Femmes Congolaises

FFC was founded in 2007 by a group of Congolese women to assist Congolese women's organizations that were unable to obtain funding from other sources. The plan was to establish a proximity fund to bridge the funding gap between international donors and local women's initiatives.

FFC has given approximately 538 grants to grassroots organizations led by women and girls since 2010. FFC is currently active in 16 provinces, with the goal of eventually covering all 26 provinces.

The Resource Mobilization and Communication Person (RM/C) is primarily responsible for updating and implementing FFC's strategies for resource mobilization and communication.

FFC is looking for a resource mobilization and communication officer to help meet the growing needs of grassroots organizations.

N° REFERENCE: 09/FFC-KN/23

Date: 17 July 2023

Title: Fundraising & Communication Officer

Date: 16 September 2023

Level: 6

Department: Fundraising & Communication

Contract Type: Part-time

Location: DRC AND AROUND THE WORLD

Duration: 12 months renewable

JOB DESCRIPTION:

The role of the resource mobilization and communication officer include fundraising and communication responsibilities, operating under the guidance of the director of the FFC and in collaboration with the program department.

RESPONSABILITIES:

The Fundraising and Communication Officer will be responsible for the following duties:

- Increasing the likelihood of receiving a grant from private foundations and international humanitarian organizations.
- Develop mechanisms and procedures to increase FFC's visibility at the national and international levels.
- Enhance the system and processes that attract individual donations from the Democratic Republic of the Congo and the diaspora.

COMPETENCES:

Essentials

- Proven experience in grant writing and individual donation strategies;
- Passion for human rights, particularly women's and girls' rights, as well as a gender-based perspective;
- Capability to work in a multicultural and fast-paced workplace;
- Excellent communication abilities, including the capacity to communicate effectively in English and French;
- Excellent interpersonal and persuasion skills;
- Effective relationship-building and persuasion abilities
- Be conscientious and efficient in fulfilling obligations, meeting deadlines, and achieving result;
- Be independent and determined to achieve the fundraising objectives;
- Organized and detail-oriented;
- Knowledge of and ties to African diaspora communities are given significant weight;

Desirables

- Adhere to FFC's mission, vision, and values,
- Be receptive to diversity and capable of working in a multicultural environment;
- Willingness to reside or spend significant time traveling in the DRC
- Be patient;
- Be independent and capable of producing a high-quality product;
- Excellent report drafting and analysis;
- Organizational skills and teamwork;

EXIGENCES REQUIREMENTS:

- Minimum of 3 to 4 years of fundraising and communication experience

TRAININGS:

Obtain a higher education degree in the field of communication.

LANGUAGES:

Both English and French are official languages. English proficiency is required for this position.

REQUESTS FROM CANDIDATES:

- A motivation letter addressed to FFC's director;
- A French curriculum vitae with at least two references;
- A copy of your academic titles;
- A copy of your ID.

NB: Special consideration is given to female applicants who satisfy the qualifications.

Send your resume to the following email: recrutement@ffcrdc.org;

Deadline: Wednesday, September 16, 2023.

Kinshasa, 17 July 2023

Administration, Finance and Human resource department

