

Scope of work:

1 Opportunity

RESOURCE MOBILISATION OFFICER

Reports to: Executive Director

The Resource Mobilisation Officer oversees, coordinates and supports all fundraising activities and proposal writing.

The RMO develops and submits high quality and high-value donor proposals that are aligned with defined priorities, demonstrate impact and offer value for money. Also assists with strategic planning support, coordination, monitoring and reporting of SLF activities and publications to ensure proper relationship building to cultivate and leverage on a stronger donor support base.

Why You'll Enjoy This Role


As our Resource Mobilisation Officer, you will be a principal liaison between SLF and our donors. You will be key in establishing and strengthening relations with existing and potential donors. You will employ fresh, new approaches to develop and submit high-quality and high-value proposals that will demonstrate impact, are aligned with defined priorities and offer value for money.

Key Responsibilities & Duties

- Assists in identifying new and non-traditional sources of funding from a range of institutional donors and working to leverage SLF's funding prospects;
- Assists in the development, implementation and monitoring of the Strategic Plan of SLF, in collaboration with other key personnel;
- Assist in developing and reviewing policies which affect the work of SLF;
- Collect, analyse and compile data on social, economic and political issues, including but not limited to LGBTQ+ issues, gender issues and education reform in collaboration with other key personnel;

1/3

The Silver Lining Foundation (SLF) is a youth-led organisation that addresses bullying and violence within the framework of sexuality diversity. Through the Pillars of Support, Education and Advocacy, we have streamlined different initiatives to meet the needs of LGBTQ youth in Trinidad and Tobago and across the Caribbean. Our team has worked with individuals, organisations and donors across the globe to conduct pioneering research on bullying and violence in secondary schools, psychosocial peer support groups for LGBTQ youth and their families, mental health interventions and social outreach programmes for students and training programmes for school teachers and administrators where we've helped thousands of young people across the country.

 Please consume responsibly and consider our environment before printing this document.

© 2020 The Silver Lining Foundation, Inc. All Rights Reserved.



Scope of work:

1 Opportunity

RESOURCE MOBILISATION OFFICER

- Develops, implements, monitors and evaluates key programmes/projects ;
- Undertakes outreach activities: conducts facilitation for workshops or seminars, makes presentations on assigned topics/activities;
- Prepare and review concept notes and proposals for donor funding as needed;
- Exploring funding sources and strategic partnership opportunities from the potential donors;
- Donor cultivation & management;
- Leadership support and external engagement;
- Perform tasks that may be assigned from time to time by the Board of Directors.;

Qualifications & Experience


- A Bachelor of Science degree in a Social Science, preferably with Policy Development, Research, Evaluation, Project Management or Public Sector Management.
- While volunteerism is open to all – including non-graduates – a proven track record in policy issues is advantageous, although a strong desire to become involved in and undertake policy development, planning, research and evaluation will be considered.

Desired Knowledge, Skills & Abilities

- Excellent leadership and project management skills with the ability to work with a diverse group of people;
- Working knowledge of public policy planning, research methods and evaluation techniques and mechanisms;
- Working knowledge of LGBTQ+ issues, gender issues and the education sector;
- Excellent communication skills;
- Excellent analytical and communication skills with the ability to prepare proposals, reports and concept papers to a high level of proficiency;
- Ability to translate programme based concepts into practical realities;
- Ability to work well under pressure and with deadlines;
- Ability to multi-task and prioritize work amidst competing demands;

2/3

The Silver Lining Foundation (SLF) is a youth-led organisation that addresses bullying and violence within the framework of sexuality diversity. Through the Pillars of Support, Education and Advocacy, we have streamlined different initiatives to meet the needs of LGBTQ youth in Trinidad and Tobago and across the Caribbean. Our team has worked with individuals, organisations and donors across the globe to conduct pioneering research on bullying and violence in secondary schools, psychosocial peer support groups for LGBTQ youth and their families, mental health interventions and social outreach programmes for students and training programmes for school teachers and administrators where we've helped thousands of young people across the country.

 Please consume responsibly and consider our environment before printing this document.

© 2020 The Silver Lining Foundation, Inc. All Rights Reserved.



Scope of work:

1 Opportunity

RESOURCE MOBILISATION OFFICER

Equal Opportunity

The Silver Lining Foundation (SLF) is an equal opportunity organisation and prohibits discrimination and harassment of any kind: SLF is committed to the principle of equal employment opportunity for all employees, volunteers and applicants and to providing everyone with a work environment free of discrimination and harassment.

All decisions at SLF are based on organisational needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in Trinidad and Tobago. SLF will not tolerate discrimination or harassment based on any of these characteristics.


The submission deadline is **Sunday, Jan 31st 2021** at 11:00 pm (GMT -4).

Apply online: <https://silverliningtt.com/volunteer>.

[Apply Online](https://silverliningtt.com/volunteer)

3/3

The Silver Lining Foundation (SLF) is a youth-led organisation that addresses bullying and violence within the framework of sexuality diversity. Through the Pillars of Support, Education and Advocacy, we have streamlined different initiatives to meet the needs of LGBTQ youth in Trinidad and Tobago and across the Caribbean. Our team has worked with individuals, organisations and donors across the globe to conduct pioneering research on bullying and violence in secondary schools, psychosocial peer support groups for LGBTQ youth and their families, mental health interventions and social outreach programmes for students and training programmes for school teachers and administrators where we've helped thousands of young people across the country.

 Please consume responsibly and consider our environment before printing this document.

© 2020 The Silver Lining Foundation, Inc. All Rights Reserved.

