



# ELOI MINISTRIES



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## JOB DESCRIPTION

**Job Title:** PARTNERSHIP AND RESOURCE MOBILIZATION OFFICER

**Reports to:** Executive Director

**Location:** Vermont-USA

**Duty station:** Burlington- may be required to travel outside Vermont anytime.

**Contract:** Open

### Background

Eternal Life Organization International Ministries (ELOIM) is a group of people passionately committed to improving access to healthcare, education, justice/ community reintegration, Environment and climate change mitigation for communities in Africa and USA. We aim to restore the dignity and hope of those we serve by helping to provide humane conditions and services which help them to regain their dignity. We work with new Americans, youths struggling with addiction and substance abuse, seniors and corporates looking to travel for adventure and cultural exchange thus helping people live a better life.

### Overview of role:

The Partnership and Resource Mobilization Officer will assist the Executive Director to lead our efforts in building and maintaining strategic partnerships, mobilizing resources, and securing funding to support our programs and services.

### Key job roles:

1. Develop and implement a comprehensive partnership and resource mobilization strategy aligned with ELOI Ministries' goals and objectives.
2. Identify, cultivate, and maintain relationships with potential partners, donors, and stakeholders, including governments, corporations, foundations, and individual donors.

### VISIT OUR AFRICA MISSION

P.O Box 32080 Clock Tower, Queens way, Kampala (U)  
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3. Research and analyze funding opportunities, trends, and best practices to inform ELOI Ministries' resource mobilization efforts.
4. Develop and submit high-quality funding proposals, reports, and other materials to secure funding and support from partners and donors.
5. Collaborate with program teams to develop and implement project proposals, budgets, and reports.
6. Ensure compliance with donor requirements, regulations, and reporting standards.
7. Develop and maintain a database of partners, donors, and stakeholders.
8. Provide regular updates and reports to the Executive Director and other stakeholders.
9. Represent ELOI Ministries in relevant forums, meetings, and events.

#### **Essential Functions**

- Be a member of the Senior Management Team working closely with the Executive Director and others to assist in making collaborative management decisions.
- Participate in organizational strategic planning activities.

#### **Marketing/Public Relations and Communications**

- ❖ Search, plan and conduct marketing activities with other colleagues.
- ❖ Be responsible for the marketing/PR function, this includes ensuring that the organization's systems are of the level that makes it attractive to donors.
- ❖ Play a significant role in developing relationships, including those with funders or partner organizations.
- ❖ Provide Management and supervision of allocated staff leading on communication giving them direction and advice.
- ❖ Manage external stakeholder relations.

#### **Person Specification and Qualifications**

1. Bachelor's degree in business administration, International Relations, Communications, or a related field.
2. At least 3-5 years of experience in partnerships, resource mobilization, fundraising, or a related field.
3. Proven track record of securing funding and building partnerships with governments, corporations, foundations, and individual donors

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**Eternal Life Organisation International Ministries**

**Eloi, Eloi, lema sabachthani? "My God, my God, why have you forsaken me?")\_ Mark 15:34**

4. Excellent communication, writing, and interpersonal skills.
5. Strong analytical, research, and problem-solving skills.
6. Ability to work independently and as part of a team.
7. Proficiency in Microsoft Office and database management software.
8. Strong understanding of the non-profit sector, fundraising principles, and donor relations.
9. Familiarity with the local and international funding landscape.

**NOTE:**

This job description is not exhaustive, any other duties may be determined from time to time by the Executive Director, in relation with the role and general responsibilities of this post. The duties of this post may also be changed at any time.

