



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Planning  
and Operations

Office for Human  
Resources  
lutheranworld.org

## **Open Position in the LWF Communion Office**

***“Liberated by God’s grace, a communion in Christ living and working together for a just, peaceful, and reconciled world.”***

The Lutheran World Federation Council authorized a new structure for the LWF Communion Office in June 2019, that responds to the LWF Strategy 2019 – 2024, with a stronger focus on communion relationships, more synergy between theology, mission and justice, and increased collaboration, to better accompany the member churches as they witness and serve together in the world.

A key change is the creation of a new Department for Theology, Mission and Justice bringing together theological studies and member church-related program work and a new team in that department called Action for Justice.

The structural changes will take effect on 1 January 2020.

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<b>Position:</b>	<b>Resource Mobilization Coordinator in the Department for Theology, Mission and Justice</b>
<b>Place of Assignment:</b>	Geneva, Switzerland
<b>Starting Date:</b>	1 January 2020
<b>Duration of Contract:</b>	Initial contract of 5 years

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### **Basic purpose:**

The Department for Theology, Mission and Justice (DTMJ) is primarily responsible for programs and themes geared towards supporting the presence and witness of the member churches of the Lutheran World Federation globally and locally. DTMJ also houses the advocacy unit of the LWF. DTMJ sets the theological foundation of the LWF’s work. Its programs are grouped into Theological Studies, Church in Mission and Action for Justice.

### **Required qualifications:**

- Degree in fundraising or related degree combined with relevant job experience.
- Training in government / institutional grant management.
- Fluent in written and spoken English and one other LWF language.

### **Additional study and experience**

- Proven track record of successfully fundraising large projects/programs and managing partner and donors’ relations.
- Minimum 3 years’ international experience in the area of fundraising with global donors, preferably within faith-based/ecumenical organizations.
- Experience in training others in fundraising methods.

**Candidates for this position require a church endorsement.**

**Closing date for applications: 15 September 2019**

**To apply, click on the following link:**

[https://lutheranworld.recruiterbox.com/jobs/fk03q6e?cjb\\_hash=O\\_aTAu19&apply\\_now=true](https://lutheranworld.recruiterbox.com/jobs/fk03q6e?cjb_hash=O_aTAu19&apply_now=true)



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<b>Position Description</b>	<b>Position Title: Resource Mobilization Coordinator</b>
<b>Date: July 2019</b>	<b>Department: Theology, Mission and Justice</b>
	<b>Incumbent: NEW POSITION</b>

<b>Supervisor's title:</b>	Director for Theology, Mission and Justice
<b>Supervises:</b>	None

<b>Grade of the position:</b>	17
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<b>Work Time</b>	100 %
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none

<b>Content of the position</b>	
<b>Purpose</b>	<p>The Department for Theology, Mission and Justice (DTMJ) is primarily responsible for programs and themes geared towards supporting the presence and witness of the member churches (MCs) of the Lutheran World Federation – a Communion of Churches (LWF) globally and locally. DTMJ also houses the advocacy unit of the LWF.</p> <p>DTMJ develops theological reflection that articulates the understanding of being Lutheran churches in communion. It discerns and addresses issues that represent theological challenges to the churches today and require global reflection. It supports, equips and strengthens LWF MCs in holistic mission.</p> <p>DTMJ programs are related to Theological Studies, Church in Mission and Action for Justice and cover a wide area of themes.</p> <p>The main purpose of this position is to support LWF mission and strategy in developing and securing funding for DTMJ programs through donors' relation management, grants management and reporting.</p> <p>The incumbent overviews all funding needs and donors' requirements for DTMJ programs. S-he provides orientation, guidance and support on funding issues to DTMJ programs staff, for programs that are locally implemented, in coordination with World Service colleagues. It requires a certain level of agility and a capacity to innovate and create synergies between funders and implementers.</p>
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree in fundraising or related degree combined with relevant job experience.</li> <li>• Training on government /institutional grant management.</li> <li>• Fluent English and one other LWF language required. Other LWF languages desirable.</li> <li>• Advanced user in office suite, database and Content Management System.</li> </ul>

	<ul style="list-style-type: none"> <li>• Endorsement by a Church required</li> </ul>	
<b>Additional Study and Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of successfully fundraising large projects/programs and managing partners and donors' relations.</li> <li>• Minimum 3-year international experience in the area of fundraising with global donors, preferably within faith-based/ecumenical organizations</li> <li>• Proven ability to work and report with various project frameworks including UN, EU and back donors.</li> <li>• Experience in training others in fundraising methods.</li> </ul>	
<b>LWF Core Skills</b>	<ul style="list-style-type: none"> <li>• Achieving results</li> <li>• Accountability</li> <li>• Working effectively with others</li> <li>• Analytical thinking</li> <li>• Initiative</li> <li>• Leadership</li> </ul>	<p>Level high</p> <p>Level high</p> <p>Level high</p> <p>Level high</p> <p>Level confirmed</p> <p>Level confirmed</p>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Resources management / Fundraising including technical proposal writing</li> <li>• Communication / Networking / Promotion</li> <li>• Facilitation / Negotiation</li> <li>• Innovation</li> <li>• Project management</li> </ul>	<p>Level high</p> <p>Level high</p> <p>Level high</p> <p>Level confirmed</p> <p>Level confirmed</p>
<b>People Management skills</b>	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	

<b>Position Environment and Dimensions</b>	<ul style="list-style-type: none"> <li>• <b>Internally</b>, mainly interacts with the DTMJ and World Service program staff, PMER and finance staff, with communication team, and with other resources mobilization officers in the Departments for World Service and Income Development Office of the Department for Planning and Coordination, as well as with LWF regional secretaries and other relevant staff.</li> <li>• <b>Externally</b>, interacts and cooperates with member churches, donors and related agencies, ecumenical organizations, UN, INGOs, government agencies, and any other LWF stakeholders on DTMJ themes and programs.</li> </ul>
<b>Main duties</b>	<p><b>Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>• Responsible for the development and implementation of the DTMJ Resource Mobilization plan.</li> <li>• Works closely with program staff to keep abreast of program content and awareness of program funding needs.</li> <li>• Develops, writes, coordinates requirements and submits quality proposal/s on time, in collaboration with the concerned staff.</li> <li>• Develops relationships with various donors, national or international, public or private, institutional or individual, member churches or ecumenical organizations.</li> <li>• Ensures that the approved grants are compliant with visibility and communications requirements of donors and in line with the LWF strategy, core commitments, ethical standards, and policies.</li> <li>• Manages and monitors the approved grants portfolio of DTMJ as per the contractual agreements with Donors.</li> <li>• Engages with donor relationship management specific to DTMJ programmatic funding.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supports the development and implementation of CO fundraising strategy.</li> </ul> <p><b>Expertise, Support, Learning and Development</b></p> <ul style="list-style-type: none"> <li>• Leads DTMJ staff on strategic engagement with key funding partners and development of potential fundraising networks.</li> <li>• Supports the stewardship of resources in the CO in order to make best use of the available funding.</li> <li>• Researches and monitors strategically the fundraising trends, activities and practices. Identifies trends and priorities with existing and potential donors.</li> <li>• Active member of the cross-departmental Staff Working Team on Resource Mobilization.</li> <li>• Contributes actively to sustainable knowledge management and continuous improvement.</li> </ul> <p><b>Communication and Promotion</b></p> <ul style="list-style-type: none"> <li>• As the DTMJ Resource Mobilization focal point, represents LWF and networks with related organizations and key institutional and international donors to promote DTMJ programs.</li> <li>• Explores new funding opportunities in-country, internationally and in Switzerland.</li> <li>• Ensures a good visibility and updated information flow within LWF for his-her area of responsibility.</li> <li>• Ensures the information on DTMJ program funding is available at all times.</li> </ul>
<b>Special duties</b>	As may be assigned by the supervisor.
<p><b>Major Challenges</b>  In addition to being a new position developed in a context of restructuring, the challenge is to contribute to the smooth functioning of the Action for Justice as it brings together experiences from MCs and from World Service programs.</p>	