



**UGANDA EPISCOPAL CONFERENCE**  
**UGANDA CATHOLIC SECRETARIAT**  
**UGANDA CATHOLIC MEDICAL BUREAU**



**Job Details:**

The Registered Trustees of the Uganda Episcopal Conference (UEC) through its Health Department- Uganda Catholic Medical Bureau (UCMB) has instituted a new section – Business Development Unit. The purpose of this Unit is to synthesize the department’s resource mobilization and knowledge management initiatives to achieve sustainable funding and resources to support health programs and activities

The UEC would now like to fill the position of a Business Development Officer who is self-motivated and able to work with professionalism and minimum supervision for successful delivery of results.

<b>Job Title:</b>	<b>Business Development Officer</b>
<b>Nature of engagement:</b>	<b>Full-time (100% LOE)</b>
<b>Terms:</b>	<b>Initial Contract is 1 year – renewable upon satisfactory performance</b>
<b>Reports to:</b>	<b>Executive Secretary</b>

**JOB LOCATION:**

The Uganda Catholic Secretariat - Uganda Catholic Medical Bureau  
Plot 672, Hanlon Road, NSAMBYA – Kampala, Uganda.

**Job Purpose:**

The Business Development Officer will lead the resource mobilization efforts for UCMB. The office holder will be responsible for cultivating and maintaining relationships among partners and lead the operationalization of UCMB’s Resource Mobilization Strategy to successfully position UCMB, resulting in increased revenue for the organization. This will involve providing guidance to senior leadership on resource mobilization, soliciting proposals, and capacity building. The ideal candidate will be a highly motivated and entrepreneurial individual who is comfortable with proactive communications and outreach to potential partners.

**KEY ROLES AND RESPONSIBILITIES:**

1. Lead the implementation and update of the Resource Mobilization Strategy, building on the existing partner mapping and ongoing engagements.
2. Provide strategic guidance on resource mobilization engagements and activities
3. Set and monitor annual priorities, quarterly objectives and key objectives for resource mobilization and resource partner engagement, and the supporting action plan for achieving the objectives and key results
4. Conduct research and analysis to identify potential partners and funding opportunities, and maintain a database of - partner information and contact details.
5. Develop and maintain strong relationships with existing partners and supporters, and identify new sources of funding.

6. Develop overall guideline for funds sourcing and proactive outreach strategies, in coordination with the senior leadership. The plan should include strategies to engage new resource partners (traditional and non-traditional).
7. Advise on best practice and channels for resource mobilization including, but not limited to, traditional resource partners, for example, Church partners, international financial institutions (IFIs), Multilateral Development Banks (MDBs), Multi-Partner funds, Foundations, Private Sector as well as other innovative financing mechanisms
8. Engage in targeted networking to establish connections, leading to the development, mobilization, prioritization and management of partnerships with the purpose of mobilizing resources
9. Lead the development of resource partner outreach materials, including but not limited to brochures, capacity statements, concept notes, expressions of interest, etc. that are in line with resource partner/partner criteria and audience needs
10. Support senior leadership in preparing for high-level engagements with funding partners.
11. Follow up on the pursuance of fundraising/revenue sources across the government, corporate, foundation, individual, and other resource partners;
  - i. Initiate and manage fundraising events and campaigns, including partner cultivation events, direct mail campaigns, and online fundraising initiatives.
  - ii. Stay abreast of trends and best practices in fundraising and development, and incorporate new ideas and strategies into the organization's fundraising efforts.
  - iii. Provide regular reports to the senior management team on the status of fundraising activities, including revenue projections and resource partner engagement metrics.
  - iv. Maintain accurate and up-to-date records of all fundraising activities and donations, and ensure that all resource partner information is kept confidential.

**12. Spearhead Proposal Development activities;**

- i. Regularly visit websites of key resource partners and identify funding opportunities
- ii. Initiate and lead the writing and submission of grant proposals and reports to foundations, corporations, and government agencies, and ensure compliance with all grant requirements.
- iii. As part of (ii) above, work closely with program staff to develop program budgets and funding proposals, and ensure that all funding proposals align with the organization's strategic objectives
- iv. Review resource partner compliance resources, provide guidance on the resource partner compliance issues to all relevant staff and ensure the right templates are used
- v. Coordinate the after-action internal review within 1 week of proposal submission
- vi. Work with the technical and country team to identify gaps in the funding portfolio for out years and support the development of proactive concept papers that are marketable to resource partners.

**13. On documentation;**

- i. Develop and maintain a database of key resource partners, a resource library of positioning documents, including revising and updating capability statements, strategy documents and others that can be shared with resource partners as and when required.
- ii. Review and strengthen program quality metrics, working closely with project leadership and M&E teams.
- iii. Support documentation and sharing of impact / success stories and best practices to demonstrate the value of program activities, collaborations and achievements

**14. On training;**

- i. Develop and maintain relationships with the health facilities selected and coordinate activities such as conducting trainings in resource mobilisation and other related topics, reviewing resource mobilisation plans and proposals and conducting supportive supervision visits
- i. Stays abreast of UCMB programs and achievements and provides advice on engagement with partners.

**Perform any other relevant tasks as requested by supervisors.**

#### **YEAR 1 TARGETS:**

1. Lead the implementation and update of the Resource Mobilization Strategy, building on the existing partner mapping and ongoing engagements.
2. Organize the Departmental Stakeholder engagements, especially the UCMB Partner's Forum.
3. Develop growth strategies and plans with clear objectives to increase revenue and business expansion.
4. Conduct research and analysis to identify potential partners and funding opportunities, and maintain a database of - partner information and contact details.
5. Regularly visit the websites of key resource partners and identify funding opportunities
6. Lead the development of resource partner outreach materials, including but not limited to brochures, capacity statements, concept notes, expressions of interest, etc. that are in line with resource partner/partner criteria and audience needs
7. Engage in targeted networking to establish connections, leading to the development, mobilization, prioritization and management of partnerships to mobilize resources
8. Initiate and lead the writing and submission of grant proposals and reports to foundations, corporations, and government agencies, and ensure compliance with all grant requirements.
9. Cultivating Strategic Partnerships: Building and nurturing strategic partnerships with key stakeholders to drive collaborative growth. Work with the technical and country team to identify gaps in the funding portfolio for out years and support the development of proactive concept papers that are marketable to resource partners.

#### **REQUIRED JOB-SPECIFIC COMPETENCIES**

1. Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
2. Communication: Expresses ideas effectively in individual and group situations. Listens effectively; shares information, ideas and arguments; adjusts terminology, language and communication modes to the needs of the audience; ensures accurate understanding; acts in a way that facilitates open exchange of ideas and information; uses appropriate non-verbal communication.
3. Fundraising principles and practices: Knowledge of individual, corporate, and foundation fundraising, including standards and guidelines for writing proposals and managing overall corporate and foundation solicitation efforts.
4. Integrity and honesty: Is widely trusted; seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent himself or herself for personal gain.
5. Team Work/ Relationships: Works co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member and/or leader, to achieve a common goal. Ability to build and maintain effective relationships and networks.
6. Diversity/Inclusiveness: Demonstrates an understanding and appreciation for diversity and supports diversity efforts. Interacts effectively with and inclusively with people of all races, cultures, ethnicities, backgrounds, religions, ages, and genders.

7. Decision making/Problem Solving: Is able to analyze situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solution. Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary.
8. Languages: Proficiency in English
9. Confidentiality: Proven ability to maintain confidentiality on work-related issues

### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

The applicant should hold a Master's degree or equivalent in fields related to business administration, International Affairs, Public Policy, Development, Entrepreneurship, Marketing or Communications or post-graduate qualification in fundraising, business analysis, proposal development/ appraisal and implementation will be an added advantage.

- A minimum of four (4) years of proven related work experience at middle level management
- This position requires a person who is a self-starter and is able to demonstrate a high level of integrity, professionalism and good management skills; is knowledgeable and experienced in business development; a team player, decision maker who is able to work under tight deadlines with minimum supervision and is a multi-tasker.
- Ability to challenge, convince and manage multiple stakeholders with maturity and tact
- He or she must have a good networking, marketing, and negotiation skills
- Excellent analytical skills and computer proficiency in Microsoft Office package is required

### **Further information**

All applications must be in English and include a curriculum vitae, a cover letter explaining why this position is attractive and why your profile fits and three references.

Interested candidates should;

Hand-deliver applications to  
The Secretary General  
Uganda Episcopal Conference  
Uganda Catholic Secretariat  
Plot 672, Hanlon Road,  
NSAMBYA – Kampala, Uganda.

**OR**

Send the application to [admin@ucmb.co.ug](mailto:admin@ucmb.co.ug)