



SYMPOSIUM OF EPISCOPAL CONFERENCES OF AFRICA AND MADAGASCAR

## CALL FOR APPLICATIONS

**Job Title:** Business Development Officer – Good Governance Programme

**Location:** SECAM Secretariat, Accra, Ghana

**Reports to:** Director of Justice, Development and Peace Commission (JPDC), SECAM

**Work Schedule:** Full-time – 40 hours/week

**Contract Type:** Project based employment Contract

**Duration of Contract:** 2 years

**Start date:** 1<sup>st</sup> August 2025

**Deadline for Submission of Applications:** 10<sup>th</sup> July 2025

### 1. Background

The **Symposium of Episcopal Conferences of Africa and Madagascar (SECAM)** is the continental body of the Catholic Church in Africa. It coordinates pastoral, social, and governance-related efforts through two main commissions:

- The **Commission for Evangelisation**
- The **Commission for Justice, Development and Peace (JPDC)**

The **Good Governance Programme**, supported by **SECAM and Partners**, is implemented under the **JPDC**. It seeks to promote just leadership, transparency, civic responsibility, and ethical political engagement across the continent, in line with **Catholic Social Teaching**.

SECAM is composed of **8 regional episcopal conferences**, including: ACEAC (Central Africa), ACERAC (Central Africa), AHCE (Egypt), AMECEA (Eastern Africa), CEDOI (Indian Ocean), CERNA (North Africa), IMBISA (Southern Africa), RECOWA-CERAO (West Africa). Each of the 8 regions have its own governance and justice body and priorities. The Catholic Church in Africa has also the SECAM AU Liaison Office in Addis Ababa to ensure the programme supports Africa-wide Catholic advocacy at the African Union level.

### 2. Purpose of the Role

- The **Business Development Officer** will be a pivotal member of the organizational 's team, responsible for driving the organization's growth and sustainability through strategic resource mobilization, partnership development, and proposal writing.
- This role will identify, cultivate, and secure funding opportunities from diverse sources including institutional donors (bilateral, multilateral), foundations, corporate partners, high-net-worth individuals, and potentially governments grants. The successful candidate will be passionate about our mission, possess a strong understanding of the development sector, and have a proven track record in securing significant funding.

- Collaborate very closely for the development of **project proposals** to secure funding for future governance and development initiatives, in alignment with SECAM's strategic priorities.

### **3. Key Responsibilities**

#### **a) Resource Mobilization & Fundraising**

- Develop and implement a comprehensive resource mobilization strategy aligned with the organization's strategic plan and funding needs.
- Proactively identify and research new funding opportunities from institutional donors, corporate social responsibility (CSR) initiatives, private foundations, and high-net-worth individuals.
- Lead the entire proposal development process, including concept note development, full proposal writing, budget formulation (in collaboration with finance team), and submission, ensuring compliance with donor guidelines and deadlines.
- Cultivate and maintain strong relationships with existing and potential donors, ensuring timely communication, reporting, and stewardship.
- Monitor donor trends, funding priorities, and changes in the development landscape relevant to the organization's work.
- Support the Executive Director/leadership team in donor meetings, presentations, and negotiations.
- Explore and develop innovative fundraising approaches, including digital fundraising campaigns, events, and individual giving, where appropriate

#### **b) Partnership Development & Management**

- Identify, assess, and build strategic partnerships with local and international NGOs, CSOs, community-based organizations (CBOs), government agencies, and private sector entities for joint programming and funding opportunities.
- Represent SECAM at relevant forums, conferences, workshops, and networking events to build visibility and identify collaboration prospects.
- Negotiate and draft partnership agreements, Memoranda of Understanding (MoUs), and consortium agreements.
- Facilitate effective communication and coordination with partners throughout the project lifecycle.

#### **c) Grant Management & Compliance Support**

- Work closely with program and finance teams to ensure successful implementation of funded projects and compliance with donor requirements.
- Support the preparation of high-quality donor reports (narrative and financial) in collaboration with program and finance teams, ensuring accuracy and timeliness.
- Maintain an up-to-date database of funding opportunities, donor contacts, and proposal submissions.

#### **d) Strategy & Communication:**

- Contribute to the development and refinement of the organization's strategic plan, ensuring fundraising objectives are integrated.
- Develop compelling communication materials (e.g., organizational profiles, success stories, brochures, annual reports) for fundraising and advocacy purposes.

- Stay abreast of best practices in business development, fundraising, and the development sector.

#### e) Qualifications

**Education:** Bachelor's degree in International Development, Social Sciences, Marketing, Communications, Business Administration, or a related field. A Master's degree is highly desirable.

#### 4. Experience

- Minimum of 5-7 years of progressive experience in business development, fundraising, resource mobilization, or grant management within the NGO/non-profit sector, preferably with donor-funded governance or Church-based programmes.
- Good knowledge of the **Social Teaching** of the Catholic Church and the structures of the Church at all levels, and commitment to Church values
- In-depth knowledge of donor requirements, compliance regulations, and reporting standards for major bilateral and multilateral donors.
- Proven track record of successfully securing significant grants/funding from institutional donors corporate partners, and/or private foundations.
- Demonstrated experience in leading and writing winning proposals, concept notes, and expressions of interest.
- Understanding of fundraising best practices and ethical considerations.
- Experience in partnership building and management with diverse stakeholders.
- Verifiable Research capacity

#### 5. Skills:

- Exceptional written and oral communication skills, with the ability to articulate complex ideas clearly and persuasively.
- Excellent networking, interpersonal, and negotiation skills.
- Strong analytical and strategic thinking abilities.
- High proficiency in proposal writing, editing, and research.
- Advanced computer skills (MS Office Suite, especially Word, Excel, PowerPoint).
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities and meet tight deadlines.
- Bilingual in any 2 of the 3 SECAM languages, that is, French, English and Portuguese) – Minimum: comprehensive understanding of the 2<sup>nd</sup> Language.

#### 6. Attributes:

- Highly motivated, results-oriented, and proactive.
- Ability to work independently and as part of a diverse team.
- Strong commitment to the mission and values of SECAM.
- Ability to engage diplomatically with bishops, Church leaders, and political actors.
- High level of integrity, professionalism, and discretion.
- Adaptability and resilience in a dynamic environment.

## **7. Application**

To apply to this advert, kindly send your Application letter and C.V. to:

E-mail: [secamsg@yahoo.com](mailto:secamsg@yahoo.com) and [secamjpdcdirector@gmail.com](mailto:secamjpdcdirector@gmail.com)

SECAM Secretariat, No. 4 Senchi Street, Airport Residential Area, Accra, GHANA

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