



RESOURCE MOBILIZATION OFFICER

About Noolaham Foundation

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centres incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

Job Descriptions

Job Title	Resource Mobilization Officer
Grade	C4
Reports to	Chief Executive Officer
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Jaffna, Sri Lanka
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and the possibility of extension based on performance and organizational needs)
Date of Duty Assignment	Immediate

Job Summary

Noolaham Foundation (NF) is a Non-Governmental Organization based in Sri Lanka of which the major objective is archiving the documents produced by the Tamil speaking community of Sri Lanka. Noolaham Foundation (NF) is a non-profit organization and mainly depends on donations and receives most of the funding as in-kind donations. NF implements multi-phased programs and projects by leading cross-functional project teams and volunteer forces.

The Resource Mobilization Officer will be responsible for raising the necessary funds for the Noolaham's operations activities, promoting the organization regionally and internationally, raising awareness about the organization's work at various forums and raising new and additional funds needed for the sustainability and growth of the organization. The Resource Mobilization Officer will collaborate closely with the chapter operations and maintain a positive relationship with the donors .

Key Responsibilities of Resource Mobilization officer

- Develop and implement Resource Mobilization Strategy.
- Produce Resource Mobilization Plans and Reports.
- Prepare and present resource mobilization proposals
- Organize Resource Mobilization events
- Developing, managing and updating Fundraising Ambassadors databases to record their contacts and preference information; Maintaining a network of corporate contacts and effectively managing and maximizing these relationships.
- Maintain Resource mobilization in the Quick Book
- Communicate with Mentors, Fundraiser & Donors
- Maintain Chapter finance accounts
- Conduct monthly Process Meetings

Competencies

- **Leadership:** Good team and organizational skills working with senior management / line management; extensive experience in finance and administration procedure and practices, flexible and creative approach.
- **Analytical:** Ability to analyze complexity in work performance and contribute suggestions and ideas to ensure efficient and effective running of office units and implementation of all project activities.
- **Problem solving:** Ability to quickly identify gaps/ matters/ issues in administration and finance and resolve problems through proper channel and coordination with management.
- **Technical expertise:** Must have strong technical background in finance, procurement, HR and another requirement.
- **Oral and written communication:** Must speak clearly with client and office staff, and volunteer team, good writing skill, excellent ability to communicate program related requirements.
- **Quality management:** looks for ways to improve and promote quality and demonstrates accuracy and thoroughness in finance and administration related work performance.

- **Judgment:** Ability to make timely suggestions to take decisions by management, exhibiting sound and accurate judgment on designated trade; considers alternatives and support to make decisions and recommendations by balancing the needs of the business, program, the team with those of the organization.
- **Interpersonal skills:** Must possess strong people skills and professionalism with the ability to maintain excellent working relationships with colleagues at all levels as well as internal/external stakeholders; must be skilled in negotiation and conflict resolution; must be organized, flexible, adaptable and able to work in a demanding and rapidly changing environment.

Essential Qualifications

- Master's degree in Business Administration/Management /Finance/ Business Communication /Marketing/ Public Relations or a related field.
- At least 3 years field experience for a national/ international organization in relevant field
- Knowledge of accounting packages specially in quickbook
- Fluency in written and spoken English Good writing and editorial skills.
- Proven skills in developing and writing successful funding proposals
- Strong organizational and time management skills.