



POSITION ANNOUNCEMENT

Gardens for Health International

Employment Opportunity: **Senior Development Manager**

About Gardens for Health International:

Gardens for Health International (GHI) has implemented nutrition-sensitive agriculture programs to combat childhood malnutrition in rural Rwanda. Our organization seeks to fundamentally change the clinical treatment of malnutrition by supporting families to establish nutritious home gardens, while also equipping them with the nutrition and health knowledge they need to keep their children healthy in the long-term. GHI's core program works in collaboration with government-run health centers to identify and support rural families struggling with malnutrition. In addition to this core program, GHI is scaling its impact by engaging with a variety of governmental, non-governmental and multilateral partners to bring our expertise to new communities, such as Schools, Health centers and refugee camps.

Our headquarters are located in Bumbogo - Gasabo, where we operate a 5-acre demonstration and production farm. We also maintain a fundraising and operations office in Duxbury, Massachusetts, USA. We are an impact driven organization with a deep commitment to ensuring that every program we design meets and responds to the unique needs of the communities we serve. Our team is flexible, innovative, and passionate about sparking lasting change.

GHI seeks to hire a qualified, committed and experienced **candidate based full time in Rwanda** to fill the following position:

Position:	Senior Development Manager
Place of Work:	Kigali with travel to the field as required
Reports to:	Executive Director
Staff reporting to this position:	Communications Associate
Time frame:	Open Ended
Tentative start date:	ASAP

Job Description Overview;

The Senior Business Development Manager is a key member of the management team, responsible for leading strategic resource mobilization, partnership development, and communications for GHI Rwanda. The role focuses on strengthening institutional donor engagement and building a robust funding pipeline by positioning GHI competitively with key donors active in Rwanda, including bilateral agencies, UN agencies, and foundations supporting nutrition, agriculture, and health programming.

In addition, the role is responsible for envisioning and executing a comprehensive fundraising and

communications strategy that advances GHI's mission, expands philanthropic support, and drives organizational growth. This includes ensuring a strong and consistent brand presence through effective communications, marketing, and visibility initiatives.

The Senior Business Development Manager will oversee the planning, development, and implementation of all development strategies and activities, act as a key ambassador for GHI, and serve as a lead storyteller, effectively communicating the organization's impact to donors, partners, and stakeholders.

Job Responsibilities;

Communications & Development

- Develop and implement a robust communications plan that drives program and organizational growth
- Continually evaluate communication efforts to meet development goals
- Create and implement fundraising strategies with the Executive Director
- Research and apply methods and practices to expand development outreach
- Develop a stewardship plan to strengthen connections with current donors
- Create promotional materials, develop and manage GHI's social media calendar and campaigns, and serve as a media liaison
- Effectively communicate GHI's message and mission with current and prospective donors, partners and other constituents
- Lead efforts to effectively market GHI to diverse audiences through online, print, and in person channels
- Manage the creation, distribution, and maintenance of all print and electronic materials

Donor Solicitation and Stewardship

- Establish and maintain high-level relationships with donor representatives and development partners in Rwanda, while strengthening engagement with existing donors and identifying new prospects.
- Lead and implement GHI's donor solicitation strategies and fundraising campaigns, including the development of tailored engagement and solicitation plans for key donors and prospects.
- Co-create and present high-quality proposals and funding opportunities to secure major gifts and institutional support.
- Represent GHI in donor forums, technical working groups, and coordination platforms (e.g., nutrition, agriculture, and health sectors), positioning the organization as a leading implementing partner in nutrition-sensitive agriculture and community health.
- Coordinate and manage donor visits in Rwanda to enhance engagement, visibility, and partnership development.
- Support the Executive Director in designing and executing fundraising campaigns throughout the year.

- Oversee the planning, promotion, and execution of GHI events to strengthen donor relations, visibility, and resource mobilization efforts.

Proposal Development & Capture Leadership

- Lead end-to-end proposal development processes, including capture planning, partner engagement, and bid strategy.
- Coordinate cross-functional teams (programs, MEAL, finance, operations) to develop high quality, compliant, and competitive proposals.
- Ensure strong technical alignment with donor priorities

Partnerships & Consortium Building

- Identify and secure strategic partnerships with international and local NGOs, research institutions, and private sector actors.
- Lead consortium development for large-scale bids.
- Strengthen collaboration with Government of Rwanda stakeholders (e.g., MINAGRI, MIGEPROF, MINISANTE) to align with national priorities.

Grants Oversight & Portfolio Growth

- Work closely with program to ensure compliance, quality reporting, and donor satisfaction.
- Identify opportunities for contract extensions, renewals, and scale-up funding.
- Contribute to revenue forecasting and long-term financial sustainability.

Market Intelligence & Thought Leadership

- Analyze trends in Rwanda's development funding landscape, including shifts in donor priorities and funding mechanisms.
- Provide strategic insights to senior leadership on positioning, risks, and opportunities.
- Contribute to GHI's visibility through presentations, concept notes, and strategic engagements.

Staff Collaboration

- Lead the Development and Communications Team
- As needed, support the Communications Associate and Communications Interns
- Work closely with all other teams to assemble funding proposals and embed development efforts into each team's workflow
- Work in collaboration with ED to create local partnerships
- Support GHI Staff in local partnerships grant reporting

Broader role at GHI

- Ensure GHI's funding portfolio's diversification, stability and sustainability
- Ensure GHI's work impact's visibility locally, regionally and globally

Qualifications & Experience

- Bachelor's degree in International Development, Public Health, Agriculture, Business Administration, or related field (Master's preferred).
- Minimum of 5–8 years of experience in business development, fundraising, or partnerships within an NGO or international development organization.
- Certification in fundraising will be an added advantage.
- Proven track record of securing funding from institutional donors, private family foundations and individual donors
- Strong experience in proposal development, capture planning, and donor engagement.
- Preferred skills in graphic design with preferred knowledge in Adobe Suite
- Preferred skills in website design including experience in Square space
- Fluency in Microsoft Office Suite and Google Suite
- Superior verbal, writing, and communications skills
- Experience leading major fundraising campaigns.
- Comfortable guiding company strategy in event planning, and donor relations
- Passion for Gardens for Health's vision and values, with a commitment to serving the organization's mission

Skills & Competencies

- Strong strategic thinking and opportunity positioning
- Excellent proposal writing and communication skills
- Advanced stakeholder engagement and negotiation abilities
- Ability to manage multiple bids and deadlines simultaneously
- High level of professionalism, integrity, and attention to detail

Key Performance Indicators (KPIs)

- Value and number of grants secured annually
- Pipeline strength and conversion rate
- Proposal success rate
- Number of successful earned revenue streams Initiated
- Number and quality of strategic partnerships established
- Donor retention and satisfaction

Core Competencies for GHI Context

- Deep understanding of nutrition-sensitive agriculture and community health programming
- Ability to translate technical programs into compelling donor narratives
- Strong alignment with GHI's mission to improve child nutrition and health outcomes

Equal Employment Opportunity

Gardens for Health International is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, age, sex, disability status, or any other characteristic protected by law. We encourage and welcome all interested potential applicants, regardless of background or prior experience volunteering with Gardens for Health International, to apply

Prevention of Sexual Exploitation and Abuse (PSEA)

Gardens for Health International has zero – tolerance policy for exploitative and abusive relationships. Gardens for Health International will ensure the fulfillment of our moral obligation to protect minor children and other vulnerable members of society from abuse, exploitation, neglect, and other forms of violence.

Child Safeguarding:

Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

Health and Safety:

The role holder is required to carry out the duties in accordance with GHI Health and Safety policies and procedures.

How to Apply:

Interested candidates should send an application letter plus updated Curriculum Vitae in English, including 3 names of professional referees to careers@gardensforhealth.org . The deadline for receiving applications is **15th May 2026 at 5:00pm**. Please mention **Senior Development Manager** as subject of your mail.

***Note that only shortlisted candidate shall be communicated ***