

AVSI RWANDA VACANCY ANNOUNCEMENT

Business Development and Fundraising Officer

Duty station	Kigali, with regular travel to the districts of intervention
Reports to	Legal Representative
Contract	Fixed term (12 months) renewable, based on performance or/and availability of funds
Eligibility	Rwandan nationals
Application Deadline	28/08/2026, at 5:00 p.m.

Who we are

AVSI Rwanda is a Rwandan non-governmental organization registered with the Rwanda Governance Board, working in partnership with Fondazione AVSI ETS (Italy). With a team of around eighty staff, we implement programs in six districts in child protection, education, family strengthening, livelihoods and economic empowerment, agriculture and food security, health and nutrition, youth employment and environmental resilience.

The role

We are looking for someone to broaden and diversify our funding base. This is not a desk-bound writing job: we expect the post holder to spend a significant share of their time in front of donors and potential partners, and to bring back opportunities, not only proposals. You will work directly with the Legal Representative.

What you will do

- Identify, analyze and track funding opportunities, and maintain the organization's funding pipeline.
- Approach and build lasting relationships with donors, embassies, UN agencies, foundations and consortium partners.
- Lead the design and writing of concept notes and full proposals, including logframes, work plans and budget narratives, with the technical and finance teams.
- Coordinate proposal task forces across departments and hold them to donor deadlines.
- Keep AVSI Rwanda's institutional presentation materials and evidence base current.

What we are looking for

- A Bachelor's degree, or Master's degree in development studies, international relations, project management, economics, social sciences, or any other related fields.
- At least three years of experience in project design, resource mobilization, or business development in an NGO, UN agency, or development organization.
- A demonstrable track record: proposals you personally wrote that were funded. You will be asked for examples.
- Proven ease in external representation and in building relationships with institutions.
- Working knowledge of the requirements of at least two institutional donors.
- Excellent written and spoken in English — Writing quality is a determining criterion. Fluent Kinyarwanda. French is a strong advantage.

How to apply

Send a single PDF file containing your motivation letter addressed to the AVSI Rwanda Legal Representative, your CV, three professional references, copies of your academic certificates, and one writing sample of a concept note or proposal section you personally drafted no more than three pages (with confidential information removed).

To: kigali@avsi.org, with subject: **Business Development and Fundraising Officer.**

Applications are reviewed as they arrive. Only shortlisted candidates will be contacted. Selection includes a written test and an interview.

Remuneration is set according to the AVSI Rwanda salary scale and the experience of the successful candidate; please indicate your expectations in your letter.

AVSI Rwanda applies a zero-tolerance policy towards any form of exploitation, abuse or harassment, and towards fraud and corruption. Recruitment is subject to reference and safeguarding checks. AVSI Rwanda is an equal opportunity employer; applications from qualified women and from persons with disabilities are encouraged.

Lorette Birara
AVSI Rwanda Legal Representative

