



Namibia Nature Foundation

Business Development Consultant

Background

The Namibia Nature Foundation (NNF) is seeking to strengthen and systematise its fundraising and resource-mobilisation functions to match the scale and diversity of its programme portfolio. To do so, NNF intends to engage a Business Development Consultant who will work closely with the Executive Director and leadership team to (i) build and manage a robust funding pipeline aligned to strategic priorities, (ii) elevate proposal quality and donor stewardship, and (iii) reinforce organisation-wide monitoring, evaluation and learning so that results and insights consistently inform programme design, reporting, and future bids. The role will also mentor staff to grow internal capacity for high-quality proposal writing, budgeting, and donor engagement, ultimately improving sustainability and predictability of income while embedding stronger performance management across programmes.

How to Apply

Proposal

Please submit a concise proposal covering both technical and financial aspects and responding to the ToR (as below).

Submission

- Email subject: "NNF Business Development Consultant – Proposal – [Your Name/Organisation]"
- Send both PDFs to: cv@nnf.org.na
- Deadline: The Position will remain open until filled, the first cut off for review will be **Friday, 31 October 2025, 17:00 (Africa/Windhoek, UTC+2)**

Evaluation & award

- Selection will be based on the format and **technical soundness** of your proposal and the **relative financial proposition** (value for money).
- NNF may request clarifications or short interviews with shortlisted bidders before final award.



Namibia Nature Foundation

Terms of Reference:

Business Development Consultant

The Namibia Nature Foundation (NNF) is seeking to recruit a Business Development Consultant to support the organisation in strengthening its fundraising, resource mobilisation, and organisational development efforts. The consultant will report directly to the Executive Director and work closely with the leadership team.

Position Details

Title: Business Development Consultant

Reporting to: Executive Director

Duration: [24 months with potential extension]

Estimated number of hours per week: 30-40

Location: Windhoek, Namibia (with potential for remote engagement by agreement)

Key Responsibilities

1. Resource Mobilisation & Fundraising

- Lead the development and implementation of NNF's fundraising and resource mobilisation strategy.
- Identify, analyse, and pursue funding opportunities, ensuring alignment with NNF's strategic priorities.
- Conduct quality check of all outgoing funding proposals- Support the development of high-quality proposals, budgets, and donor compliance processes.
- Maintain close relation with the Finance team to ensure that proposal budgets are comprehensive and realistic.
- Support key staff in cultivating and maintaining strong donor and partner relationships.
- Map opportunities and strengthen the NNF's fundraising pipeline.



Namibia Nature Foundation

2. Organisational Support & M&E

- Work with the Director of Programmes to strengthen organisational monitoring and evaluation (M&E) systems.
- Annual reporting on the organizational Key performance indicators and setting of targets for the next year
- Coordinate the NNF Strategic impact assessment in 2026
- Support integration of learning and knowledge management into programme design and delivery.
- Assist with the development of reporting frameworks and donor reporting processes.

3. Staff Mentorship & Capacity Building

- Mentor NNF staff in proposal development and writing and report writing.
- Provide coaching on donor engagement and relationship management
- Strengthen internal capacities for fundraising and grant management.

4. Strategic Engagement

- Work closely with the Executive Director and leadership team to position NNF with key donors, partners, and networks.
- Contribute to programme development ensuring proposals reflect NNF's vision and mission.
- Support preparation of donor engagement materials and presentations.

5. Reporting

- Provides regular reports to the NNF Board, Leadership team and Management Committee

Expected Deliverables

- A clear and updated fundraising pipeline with tracked opportunities.
- Sufficient high-quality proposals developed/submitted per year to maintain an appropriate level of funding, in line with NNF budgets.
- Strengthened organisational M&E processes documented and in use.
- Strategic Impact assessment 2026
- Regular mentoring sessions delivered to staff, with progress reports.



Namibia Nature Foundation

Profile / Qualifications

- Minimum 7–10 years of experience in NGO business development or resource mobilisation.
- Demonstrated success in securing donor funding and managing partnerships.
- Strong proposal writing, analytical, and communication skills.
- Experience in mentoring and capacity building.
- Familiarity with conservation, sustainable development, or related fields is an advantage.
- Excellent presentation and networking skills.
- English fluency.