



Business Development Officer – Volunteer/Internship

About Us

The **Bring Hope Humanitarian Foundation (BHHF)** is an NGO that doubles as a budding movement that focuses on the ideas of restoring hope, harmony, and dignity in those that have been dealing with conflict situations. It focuses on bettering the wellness, health and education of refugees, Internally Displaced People (IDP) and the most vulnerable populations all over the world.

We are proud to have reached over 2.4m people through our aid donations since beginning our operations in 2015, delivering over 140m USD of humanitarian and medical aid items to communities, among others, in Iraqi-Kurdistan, Sierra Leone, Lesotho, Kenya, Nigeria, Republic of Congo, Guinea, Pakistan, Lebanon, Bangladesh and Yemen.

This branch of Bring Hope Humanitarian Foundation is based in International Humanitarian City, Dubai, while our headquarters is in Sweden and core operations are in Iraqi-Kurdistan.

Visit bringhopefoundation.org to find out more, or visit our [LinkedIn](#) page.

The Opportunity

BHHF is looking for passionate and driven humanitarians to join our **internship** and **volunteer** program, to learn about the functions of an International NGO here in Dubai. Bring Hope is an inclusive and diverse organisation, and has a keen focus on the growth and development of its employees and volunteers. We believe strongly in the power, capability and creativity of today's up and coming humanitarians!

Responsibilities

The Business Development Officer (BDM) will lead the business development planning, research activities and the establishment of fundraising strategies that will enable Bring Hope Humanitarian Foundation (BHHF) to efficiently fulfil its mission and specific objectives pertaining to Research, Fundraising and Business Development. He/she will establish and maintain strong relationship with a wide range of stakeholders and provide direction to the Business Development team. Officer will advise on the best practices for building and maintaining partnerships through extensive networking and proactive collaboration with the media, advocacy groups and other critical partners.

Key Activities

- Fundraising and Business Development:
 - o Understand BHHF's fundraising needs and opportunities based on the BHHF's Business Development Plan;

- Develop BHHF’s fundraising strategies and diverse income streams in line with the organization’s business development plan;
- Lead on the growth of support network, and management of research and market analysis on funding and partnership opportunities;
- Increase the BHHF’s portfolio of funders or funds of goodwill in the UAE;
- Use data insight and extensive knowledge to make informed and verified decisions;
- Develop appropriate fundraising tools including grant proposal and presentations;
- Maintain accurate reporting of all funding opportunities and donations to BHHF;
- Manage and maintain the fundraising database of BHHF in the UAE
- Identify potential organizations such as but not limited to corporate, private, non-government, government, international GOs, universities, individuals, UN Agencies and other organizations to establish such relations focusing primarily partnership development and fundraising collaborations within and outside of the UAE.
- Formulate strategies and set goals to achieve specific targets related to fundraising, research and partnership development.
- Responsible for supporting the development and maintenance of research relationships with academics and researchers, and coordinating the administration of research activities.
- Conduct research and fundraising opportunities in collaboration with the relevant departments in the BHHF.
- Create relevant analytical reports of findings and conclusions, and develop suitable recommendations with the team.
- Design KPIs of the program/project based on the prospect’s points, goals and objective.
- Contribute to the annual Strategic Work Plan of UAE office and participate in the Global team meetings.

Qualifications

- Bachelor’s degree with 5 years progressive experience in similar capacity or a Master’s degree in Social Sciences, Humanities, International Relations and other relevant discipline
- Strong writing skills – a proven track record in writing analytical reports, funding and projects grants
- Effective negotiation and persuasive communication skills
- Good supervisory skills
- Team work – a strong team player who enjoys collaborating with different teams

Why join us?

Our **internship/volunteering experience** will provide you with a unique and insightful experience into the functions of an International NGO. Your learning and growth will be a key focus of ours, and we will challenge and push you to learn and grow.

Application Process

Please send your CV and a short cover letter to info.uae@bringhopefoundation.org.

Applications will be reviewed, and selected candidates will be interviewed.

Upon successful selection after the interview process, applicants will be invited to join our internship program.