

Vacancy: Resource Mobilization Specialist

Position Title	Resource Mobilization Specialist
Grade / Level	P-2
Directorate	Advocacy & Communications Directorate
Duty Station	GBA Secretariat, New Delhi, India
Approved Annual Salary	Competitive salary commensurate with experience.
Application Deadline	17 August 2026

1. About the Global Biofuels Alliance

The Global Biofuels Alliance (GBA) was launched at the G20 Leaders' Summit in New Delhi on 9 September 2023 under India's G20 Presidency. In under three years, the GBA has grown from 19 founding countries and 12 international organisations to 34 member countries and 14 international organisations, making it one of the fastest-growing multilateral energy platforms globally. The GBA's mission is to accelerate the global adoption of sustainable biofuels by promoting policy excellence, building technical capacity, advancing international standards and global trade, and facilitating investment across the biofuels value chain.

Headquartered in New Delhi, India, the Secretariat works under the guidance of the Alliance Board and in collaboration with the Executive Committee and the Industry Advisory Board. As a dynamic and rapidly scaling international organisation, the GBA is committed to fostering an inclusive, high-performance environment where the world's leading experts collaborate to solve complex climate and energy challenges.

Core Values of the GBA Secretariat:

- **Excellence & Innovation:** We strive for the highest standards in research, policy, and operations, constantly seeking innovative solutions to global energy challenges
- **Collaboration & Consensus:** We operate as a neutral, unifying platform, building consensus among diverse sovereign states, industry leaders, and multilateral institutions.
- **Integrity & Transparency:** We uphold strict fiduciary, ethical, and operational standards, ensuring accountability to our member nations and stakeholders.
- **Diversity & Inclusion:** We believe that solving global challenges requires diverse perspectives. We are committed to geographic, gender, and cultural representation at all levels of our organisation.

2. Directorate Context and Position Purpose

Background: The Advocacy & Communications Directorate is critical to achieving GBA's multi-year strategic objectives. It is responsible for driving outputs that guide member states in their biofuel transition.

Key Impact Areas & Responsibilities

Targeted Resource Acquisition & Capital Mobilization

- **Financial Target Execution:** Take ownership of specific, high-level financial targets by successfully identifying, pursuing, and securing the financial resources required to achieve GBA program objectives and operational mandates.
- **Funding Pipeline Management:** Develop, manage, and continuously scale a robust pipeline of funding opportunities across sovereign donors, multilateral development banks (MDBs), philanthropic foundations, and private sector entities.
- **Proposal Development:** Lead the end-to-end development of high-quality, complex grant proposals, funding submissions, and investment pitches tailored strictly to diverse institutional requirements and compliance standards.
- **Resource Alignment:** Ensure that all acquired resources are strategically aligned with the GBA's core programmatic priorities and technical project needs.

Institutional Funder & Donor Relationship Management

- **Stakeholder Engagement:** Manage daily engagement and maintain high-trust, long-term, and productive relationships with institutional funders, bilateral donors, and strategic contributors.
- **Donor Stewardship:** Design and implement a comprehensive donor stewardship program to ensure transparent financial reporting, continuous engagement, and sustained funding renewals.
- **Financial & Impact Reporting:** Ensure transparent, timely, and high-quality reporting to all funding partners. This includes preparing periodic progress reports, financial statements of grant utilization, and impact reports that measure outcomes against targets for projects funded by donors. The Specialist must institute a schedule of donor updates (quarterly, annual reports, etc.)
- **Negotiation & Structuring:** Negotiate funding agreements, grant conditions, and contribution architectures that balance strict donor requirements with the GBA's operational independence and strategic goals.

- **Executive Funder Briefings:** Prepare and present comprehensive briefings, impact reports, and financial updates to the GBA Director and key donor advisory boards.

Strategy Operationalization & Innovative Finance

- **Strategy Execution:** Translate the GBA's overarching, multi-year fundraising strategy into execution-focused, day-to-day resource mobilization initiatives and operational workflows.
- **Innovative Financing Models:** Support the exploration and operationalization of innovative financing models, including blended finance mechanisms and public-private partnerships, to unlock capital for the Global South.
- **Market Intelligence:** Monitor and analyse global climate finance trends, donor shifting priorities, and green finance architectures to ensure the GBA remains highly competitive and proactive in capital acquisition.
- **Internal Capacity Building:** Embed resource mobilization best practices across the Secretariat, ensuring programmatic teams understand donor compliance and impact metrics.

Collateral Development & Brand Positioning

- **Asset Creation:** Execute the creation of world-class fundraising collateral, including investment decks, impact reports, and donor prospectuses, to effectively support the Directorate's overarching donor outreach efforts.
- **Value Proposition Articulation:** Continuously refine and tailor the GBA's financial value proposition to clearly articulate Return on Investment (ROI) and environmental impact metrics to elite international donors.
- **Cross-Functional Synergies:** Work synergistically with the Advocacy & Communications teams to ensure global campaigns are leveraged effectively to drive donor interest and capital mobilization.

Purpose of the Role: This execution-focused role is designed to operationalise the GBA's fundraising strategy and secure the financial resources necessary to achieve programme objectives. The specialist will manage the day-to-day engagement and relationship maintenance with institutional funders and strategic contributors. Additionally, the role focuses on executing the development of world-class fundraising collateral to support the Directorate's broader financial targets (role comes with financial targets to be achieved).

3. Required Qualifications and Experience

Educational Requirements: Advanced university degree (Master's or equivalent) in Finance/climate finance, international relations, economics, MBA finance and any other relevant discipline. A first-level university degree combined with an additional two years of highly relevant qualifying experience may be accepted in lieu of an advanced degree.

Professional Experience:

- Progressively responsible professional experience impacting through the above areas and responsibilities
- At least 5-7 years in institutional fundraising, resource mobilization with a multilateral or intergovernmental setting.
- Demonstrated experience working within or extensively interacting with international organisations, multilateral frameworks, or complex intergovernmental environments.
- Proven track record in successfully securing multimillion USD funding and meeting financial targets.

Language Requirements: Fluency in oral and written English is mandatory. Knowledge of another official UN language is considered a strong asset.

4. GBA Core Competencies

- Professionalism: Demonstrates supreme technical competence, acts with integrity, and takes immense pride in work. Handles confidential and politically sensitive matters with absolute discretion.
- Communication: Speaks and writes clearly and effectively; tailors language, tone, and format to match diverse, multicultural audiences; demonstrates openness in sharing information.
- Planning & Organising: Develops clear goals consistent with agreed strategies; identifies priority activities; foresees risks and allows for contingencies when planning.
- Teamwork: Works collaboratively with colleagues to achieve 4rganizational goals; solicits inputs by genuinely valuing others' ideas and expertise; supports and acts in accordance with final group decisions.

- Leadership & Judgement: Serves as a role model; empowers others to translate vision into results; makes tough decisions when necessary; takes responsibility for unit's performance.

5. Application Process

Interested candidates who meet the stringent requirements of this position are invited to submit their complete application package to recruitment@biofuelsalliance.com and careers@biofuelsalliance.com . A complete application must include:

1. A comprehensive Curriculum Vitae (CV) detailing relevant professional experience, educational background, and major achievements.
2. A detailed Motivation Letter (maximum two pages) explaining your suitability for the role, alignment with the GBA's mission, and specific examples of past impacts corresponding to the key responsibilities outlined in this document.
3. Contact details for at least three professional referees (referees will only be contacted for shortlisted candidates).

The GBA is an equal-opportunity employer. We actively encourage applications from qualified women and candidates from underrepresented geographical regions within the GBA membership. The recruitment process is merit-based, transparent, and conducted in strict accordance with the GBA Governance Framework. Due to the high volume of applications, only shortlisted candidates will be contacted for the next stage of the assessment process, which will include competency-based interviews and technical evaluations.