



VACANCY ANNOUNCEMENT

Partnership and Fundraising Officer

Impact Department | Dar es Salaam, Tanzania

Organisation	Community Wildlife Management Areas Consortium (CWMAC)	Position	Partnership and Fundraising Officer
Department	Impact	Reports To	Impact Manager
Location	Dar es Salaam (with field travel to member WMAs)	Deadline	24/06/2026

ABOUT CWMAC

The Community Wildlife Management Areas Consortium (CWMAC) is the national umbrella body for all Authorised Associations (AAs) managing Wildlife Management Areas (WMAs) in Tanzania. Founded in 2010 and registered under the Societies Act (S.A.16619), CWMAC represents 24 member WMAs spread across Tanzania. CWMAC's mission is to enable WMAs to sustainably manage and benefit from Tanzania's natural resources while improving community livelihoods.

THE OPPORTUNITY

CWMAC is seeking an experienced, driven, and creative Partnership and Fundraising Officer to lead resource mobilisation. This is not a back-office role. You will work alongside the Impact Manager, Programme staff, and CEO to secure funding from institutional donors, conservation foundations, bilateral agencies, and private sector partners.

KEY RESPONSIBILITIES

Resource Mobilisation and Proposal Development

- Develop and manage a comprehensive fundraising strategy and pipeline, tracking opportunities from bilateral donors, multilateral agencies, conservation foundations, and private sector partners that are aligned with CWMAC's mandate.
- Lead the full cycle of proposal development, from concept note through to full application, in close collaboration with the Impact Manager, Programmes team, and M&E Officer. This includes developing compelling narratives, logical frameworks, budgets, and monitoring plans.

- Proactively identify new funding calls, requests for proposals, and grant opportunities relevant to CWMAC's work in community conservation, governance, sustainable livelihoods, and wildlife management.
- Ensure all submissions are of the highest quality, fully responsive to funder requirements, submitted on time, and accurately reflect CWMAC's work and organisational capacity.

Donor Relations and Grant Management

- Serve as CWMAC's primary relationship manager for a portfolio of institutional and philanthropic donors, maintaining regular communication, sharing updates, and nurturing long-term partnerships.
- Coordinate donor reporting processes in collaboration with the Finance team and M&E Officer, ensuring that narrative and financial reports are accurate, compelling, submitted on time, and fully compliant with grant conditions.
- Manage all active grant compliance requirements, including tracking conditions precedent, milestone reporting, audits, and any changes to grant scope or budget.
- Maintain a well-organised grants management system, including grant agreements, donor correspondence, reporting schedules, and budget tracking documents.
- Support donor site visits, presentations to funders, and engagement at conservation finance forums and events.

Conservation Trust Fund

- Work closely with the CEO, and Impact Manager to support the establishment and operationalisation of the CWMAC Conservation Trust Fund. This includes developing the case for support, preparing donor engagement materials, and coordinating with legal and financial advisors.
- Identify and cultivate relationships with potential anchor donors and long-term investors in the Trust Fund, including conservation finance institutions, government partners, and international foundations.
- Assist in developing the Trust Fund's communication strategy, investment prospectus, and engagement materials for prospective funders and Board members.

Strategic Communications and Evidence

- Develop and maintain a compelling, evidence-based case for support for CWMAC, drawing on programme data, WMA success stories, and conservation impact evidence.
- Collaborate with the Communications Officer and M&E Officer to produce funding-oriented impact reports, success stories, and digital content that position CWMAC strongly with current and prospective funders.
- Contribute to the development of CWMAC's annual State of WMAs report, providing the fundraising narrative and funder-facing framing for evidence of impact.
- Represent CWMAC at relevant conservation finance, donor, and sector networking events, building the organisation's profile in the funding landscape.

Compliance and Internal Coordination

- Ensure all fundraising activities are conducted in accordance with CWMAC's financial policies, HR policies, donor requirements, and the laws of the United Republic of Tanzania.
- Work closely with the Finance and Administration Manager to ensure budget accuracy in proposals, proper financial tracking of grants, and timely drawdowns.
- Provide regular updates to the CEO and Senior Management Team on the fundraising pipeline, secured funds, and strategic opportunities.

| QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree in Development Studies, Environmental Science, Business Administration, International Relations, or a closely related field.
- A minimum of four years of demonstrable professional experience in fundraising, resource mobilisation, or grants management within the NGO, conservation, or international development sector.
- A proven track record of successfully developing and securing grants from institutional donors, including but not limited to bilateral agencies, multilateral bodies, or conservation foundations.
- Excellent written communication skills, with the ability to produce high-quality proposals, concept notes, reports, and correspondence in English.
- Strong understanding of the logical framework approach, results-based management, and donor reporting requirements.
- Experience managing a portfolio of active grants, including budget tracking, compliance monitoring, and relationship management.
- Fluency in English and Swahili, both written and spoken.
- Strong computer skills including Microsoft Office, and familiarity with grant management or CRM tools.

KEY COMPETENCIES AND PERSONAL QUALITIES

- Strategic vision with the ability to identify and act on funding opportunities before they are widely known.
- Excellent interpersonal skills and a confident, professional manner in representing CWMAC to donors and partners.
- High level of personal organisation, able to manage multiple proposals and grants simultaneously without losing quality or missing deadlines.
- Genuine commitment to community-based conservation and the rights of WMA communities.
- Integrity and accountability in the handling of donor information, finances, and organisational data.
- A collaborative team player who is equally comfortable working independently and taking initiative.
- Adaptability and resilience in a dynamic, fast-growing organisation.

HOW TO APPLY

Application Requirements

Interested candidates must submit the following as a single PDF:

1. A cover letter of no more than two pages that clearly explains your motivation for the role and demonstrates your specific experience in fundraising and resource mobilisation.
2. A current curriculum vitae of no more than four pages, including a brief summary of your most significant grant successes.
3. Contact details for three professional referees, including at least one direct supervisor from a previous role.

Submit to: recruitment@cwmac.or.tz

Subject line: Application: Partnership and Fundraising Officer

CWMAC is an equal opportunity employer. We actively encourage applications from women, persons with disabilities, and candidates from communities adjacent to Wildlife Management Areas. Only shortlisted candidates will be contacted.

VACANCY ANNOUNCEMENT

Policy and Advocacy Officer

| Dar es Salaam, Tanzania

Organisation	Community Wildlife Management Areas Consortium (CWMAC)	Position	Policy and Advocacy Officer
Reports To	Chief Executive Officer (CEO)		
Location	Dar es Salaam (with field travel to member WMAs)	Deadline	24/06/2026

ABOUT CWMAC

The Community Wildlife Management Areas Consortium (CWMAC) is the national umbrella body for all Authorised Associations (AAs) managing Wildlife Management Areas (WMAs) in Tanzania. Founded in 2010 and registered under the Societies Act (S.A.16619), CWMAC represents 24 member WMAs spread across Tanzania. CWMAC's mission is to enable WMAs to sustainably manage and benefit from Tanzania's natural resources while improving community livelihoods.

THE OPPORTUNITY

CWMAC is seeking a Policy and Advocacy Officer to serve as in-house legal resource at the intersection of conservation law, community governance, and civil society regulation. You will advise the CEO, finalise the revised constitution, manage contracts, support the Conservation Trust Fund, and strengthen the legal capacity of 24 member WMAs.

KEY RESPONSIBILITIES

Institutional Legal Advice and Compliance

- Serve as the primary in-house legal advisor to the CEO, Senior Management Team, and Board of Trustees on all legal, contractual, regulatory, and governance matters.
- Review, draft, and negotiate all contracts, Memoranda of Understanding, partnership agreements, service agreements, and consultant contracts entered into by CWMAC. Ensure all agreements are legally sound, clearly structured, and protect CWMAC's institutional interests.
- Maintain a comprehensive legal register covering all active and pending contracts, compliance obligations, regulatory filings, renewal timelines, and unresolved legal matters.
- Ensure CWMAC's institutional operations comply with all applicable laws of the United Republic of Tanzania, including the Societies Act (Cap 337), Employment and Labour Relations Act, Wildlife Conservation Act (2009), and the Non-Governmental Organisations Act, among others.
- Advise on employment law matters in coordination with the HR Officer, including contract terms, staff grievances, disciplinary processes, and compliance with Tanzanian labour law.
- Manage relationships with external legal counsel, coordinating specialised legal support where matters require expertise beyond the scope of the in-house role.

Constitutional Review and Governance

- Lead the completion of CWMAC's ongoing constitutional review process, managing the drafting, consultation, review, and adoption phases in coordination with the CEO, Board, and relevant legal advisors.
- Advise the Board of Trustees and Executive Committee on proper governance practices, Board meeting procedures, fiduciary duties, conflict of interest management, and compliance with CWMAC's constitutional framework.
- Prepare legal and governance documentation for Annual General Meetings, Board meetings, and special resolutions, including meeting notices, agenda papers, resolutions, and minutes guidance.
- Support CWMAC member WMAs in reviewing and strengthening their own constitutions and governance frameworks, ensuring alignment with the Wildlife Conservation Act and related regulations.
- Provide guidance to WMAs on the legal rights and obligations of Authorised Associations, including AA governance, membership management, decision-making processes, and relations with the AA General Assembly.

Conservation Policy and Legislative Advocacy

- Monitor, analyse, and advise on developments in Tanzania's conservation law and policy landscape, including proposed legislative changes, regulatory updates, and government policy positions that affect WMAs.
- Contribute legal analysis and drafting support to CWMAC's policy advocacy function, including preparing submissions to government, position papers, legal commentaries on proposed regulations, and responses to public consultations.
- Build and maintain productive working relationships with the government and regulatory bodies.
- Participate in relevant legal and policy forums at national and, where relevant, regional levels, representing CWMAC's institutional perspective and the interests of WMA communities.

Conservation Trust Fund: Legal Establishment and Governance

- Provide comprehensive legal support for the establishment of the CWMAC Conservation Trust Fund, one of the organisation's highest strategic priorities. This includes preparing trust deed documentation, governance frameworks, regulatory registration, and compliance structures.
- Liaise with the Board, financial advisors, external legal counsel, and potential donors to ensure the Trust Fund's legal architecture is sound, internationally credible, and operationally ready for funding.
- Advise on the legal implications of different trust fund structures, endowment options, and investment governance arrangements, ensuring the chosen model aligns with Tanzanian law and best practice.
- Support the ongoing legal governance and compliance of the Trust Fund once it is established, including trustee obligations, investment policy compliance, and annual legal reporting requirements.

WMA Member Legal Support and Capacity Building

- Provide legal advisory services to member WMAs on practical issues that directly affect their operations, including land boundary disputes, wildlife revenue agreements, contracts with tourism operators and investors, community benefit sharing arrangements, and engagement with local government.
- Develop accessible, practical legal literacy materials tailored to the literacy and language needs of WMA leadership and community governance structures, covering key areas such as AA rights, WMA regulations, land law, and contract basics.
- Deliver legal orientation sessions and training workshops for WMA managers, AA Chairpersons, and community governance committees, equipping them to navigate legal processes with greater confidence and understanding.

- Represent or accompany WMA members in legal or regulatory engagements where CWMAC's support is needed and appropriate.

| QUALIFICATIONS AND EXPERIENCE

Essential

- LLB (Bachelor of Laws) degree from a recognised university.
- Current admission to the Tanganyika Law Society (TLS) and a valid Practising Certificate.
- A minimum of four years of post-admission legal practice, with meaningful experience in one or more of the following areas: NGO or civil society law, governance and compliance, environmental or natural resources law, community land rights, or contract law.
- Thorough knowledge of the Tanzanian legal framework relevant to civil society, conservation, and community governance, including the Societies Act, Wildlife Conservation Act (2009), Land Act (1999), Village Land Act (1999), Employment and Labour Relations Act, and related subsidiary legislation.
- Demonstrated experience in drafting and reviewing complex legal documents including constitutional documents, MoUs, partnership agreements, service contracts, and governance policies.
- Strong legal research skills and the ability to produce well-reasoned, practical legal opinions and written advice.
- Excellent written and verbal communication skills in English. Working proficiency in Swahili is essential, particularly for engagement with WMA communities and government counterparts.

| KEY COMPETENCIES AND PERSONAL QUALITIES

- Exceptional legal judgement with the ability to quickly identify risks, gaps, and practical solutions.
- High standards of integrity, confidentiality, and professional conduct consistent with TLS ethical requirements.
- The ability to communicate complex legal matters clearly and accessibly to non-lawyers, including community leaders and governance committees.
- A collaborative, service-oriented mindset that prioritises the needs of the organisation and its member communities.
- Strong attention to detail combined with the ability to see the broader institutional picture.
- A genuine interest in community-based conservation and the legal empowerment of rural communities.
- The confidence to advise senior leadership and the Board on sensitive or complex legal matters.

| HOW TO APPLY

Application Requirements

Interested candidates must submit the following as a single PDF:

1. A cover letter of no more than two pages that clearly explains your motivation for the role and the specific legal experience you will bring to CWMAC.
2. A current curriculum vitae of no more than four pages, including a summary of your most relevant legal work.

3. A copy of your current Practising Certificate.
4. Contact details for three professional referees, including at least one direct supervisor or senior colleague from a previous role.

Submit to: recruitment@cwmac.or.tz

Subject line: Application: Policy and Advocacy Officer

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VACANCY ANNOUNCEMENT

MONITORING & EVALUATION OFFICER

Impact Department | Dar es Salaam, Tanzania

Organisation	Community Wildlife Management Areas Consortium (CWMAC)	Position	Monitoring and Evaluation Officer
Department	Impact	Reports To	Impact Manager
Location	Dar es Salaam (with regular field travel to member WMAs)	Deadline	24/06/2026

ABOUT CWMAC

The Community Wildlife Management Areas Consortium (CWMAC) is the national umbrella body for all Authorised Associations (AAs) managing Wildlife Management Areas (WMAs) in Tanzania. Founded in 2010 and registered under the Societies Act (S.A.16619), CWMAC represents 24 member WMAs spread across Tanzania. CWMAC's mission is to enable WMAs to sustainably manage and benefit from Tanzania's natural resources while improving community livelihoods.

THE OPPORTUNITY

CWMAC is seeking a skilled, proactive, and analytically minded Monitoring and Evaluation Officer to lead the design, implementation, and ongoing management of the organisation's Monitoring, Evaluation, and Learning (MEL) systems. This is a pivotal role in CWMAC's Impact Department, working closely with the Impact Manager, Programmes team, Fundraising Officer, and the CEO to ensure that evidence sits at the heart of everything CWMAC does.

KEY RESPONSIBILITIES

MEL Framework Design and Management

- Design, develop, and continuously improve CWMAC's organisational MEL framework, anchored in the revised Theory of Change and aligned with the three strategic pillars: Voice, Hub, and Expert, as well as CWMAC's organisational resilience and sustainability.
- Develop a comprehensive Results Framework with output, outcome, and impact indicators, data sources, baseline values, targets, and data collection methods for each indicator.
- Establish and maintain a centralised, well-organised data management system for all programme and organisational performance data, ensuring data quality, accessibility, and security.
- Lead the development and regular updating of programme-level MEL plans for all CWMAC initiatives and grant-funded projects, in close collaboration with programme staff and the Impact Manager.
- Ensure all MEL systems and tools are practical, proportionate to CWMAC's team capacity, and capable of generating timely, reliable data without creating disproportionate reporting burden.

Data Collection, Analysis, and Reporting

- Design, pilot, and maintain all data collection instruments used by CWMAC staff and WMA partners, including field survey tools, monitoring forms, interview guides, database templates, and digital data collection tools.
- Conduct regular field monitoring visits to member WMAs to verify programme implementation progress, collect qualitative and quantitative data, identify emerging challenges, and support site-level data collection practices.
- Aggregate, clean, analyse, and interpret data from multiple sources to produce regular, high-quality performance dashboards, monthly updates, quarterly progress reports, and annual programme reports for the management team and donors.
- Prepare the MEL sections of all donor reports, ensuring that performance data is accurate, clearly presented, contextualised with qualitative evidence, and directly responsive to donor reporting frameworks.
- Contribute to proposal development by providing up-to-date baseline data, impact evidence, and well-constructed MEL plans, indicators, and evaluation budgets for new funding applications.
- Lead the development of CWMAC's annual State of WMAs report, providing the data analysis, evidence synthesis, and performance narrative that demonstrates the collective impact of Tanzania's WMA landscape.

Evaluation, Learning, and Adaptation

- Coordinate and manage internal reviews and periodic programme evaluations, including mid-term and end-of-project assessments. Develop terms of reference, support the procurement of external evaluators where required, and oversee quality assurance of evaluation processes and products.
- Facilitate structured learning and reflection sessions with programme teams, partners, and WMA representatives at regular intervals, ensuring that MEL findings are actively used to improve programme design, implementation approaches, and resource allocation decisions.
- Develop and maintain a knowledge management system to capture, organise, and share lessons learned, case studies, innovation examples, and best practices from CWMAC's programmes and member WMAs.
- Produce accessible, high-quality learning products including briefs, case studies, data visualisations, and learning summaries for use by CWMAC staff, WMA members, donors, and conservation sector partners.
- Support CWMAC's contribution to regional and international evidence bases on community-based conservation, including participation in relevant research, learning networks, and knowledge exchange platforms.

WMA Member MEL Capacity Building

- Conduct a systematic assessment of MEL capacity across WMAs, identifying priority gaps and designing a targeted, practical capacity support programme.
- Develop simple, contextually appropriate MEL tools, monitoring templates, and guidance materials for member WMAs, taking into account varying levels of technical capacity, literacy, and available resources.
- Provide direct MEL coaching and training to WMA managers, Authorised Association staff, and community monitors, equipping them to track their own performance, identify challenges, and report credibly to their stakeholders.
- Support WMAs to align their internal monitoring systems with their General Management Plans, Business Plans, and any donor reporting requirements, reducing duplication and improving the quality of performance information flowing from WMAs to CWMAC.
- Build a network of WMA-level data champions who can support peer learning and ongoing monitoring activities within their own landscapes.

Accountability, Compliance, and Governance

- Ensure all M&E activities and data management practices comply with donor requirements, CWMAC's organisational policies, and applicable ethical standards for data collection, storage, and use.
- Maintain complete, accurate, and well-organised MEL documentation, including approved MEL plans, data collection tools, datasets, analysis files, and evaluation reports.
- Provide reliable, timely performance data to CWMAC's governance bodies, including the Board of Trustees and Executive Committee, to support evidence-based strategic decision-making at the highest level of the organisation.
- Contribute to CWMAC's compliance with donor audit requirements by maintaining an auditable trail of programme performance data and evaluation processes.

| QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree in Monitoring and Evaluation, Project Management, Statistics, Social Sciences, Development Studies, Environmental Science, or a closely related field.
- A minimum of four years of professional experience in M&E roles within the NGO, conservation, or international development sector.
- Demonstrated experience in designing MEL frameworks, Results Frameworks, and Theories of Change, including indicator selection, baseline setting, and data collection planning.
- Strong quantitative data analysis skills, including proficiency in Excel for data management and analysis. Familiarity with statistical software such as SPSS, Stata, or R is an advantage.
- Experience with digital data collection tools such as KoboToolbox, ODK, CommCare, or equivalent platforms.
- Experience preparing donor M&E reports and contributing to grant proposal development, including writing MEL plans, log frames, and indicator tables.
- Experience facilitating learning and reflection sessions with diverse teams and community-based stakeholders.
- Excellent written communication skills in English, including the ability to produce clear, compelling reports, briefs, and data visualisations for non-technical audiences.
- Working proficiency in Swahili for engagement with WMA communities, field partners, and government counterparts.

Desirable

- Master's degree in Monitoring and Evaluation, Statistics, Development Studies, Conservation Science, or a related field.
- Experience in conservation, natural resource management, or community development MEL, including familiarity with conservation-specific indicator frameworks.
- Knowledge of Tanzania's WMA governance system, the Wildlife Conservation Act, and the broader community conservation policy landscape.
- Experience using outcome harvesting, Most Significant Change, or other theory-based and participatory evaluation methodologies.
- Experience working with consortium or network organisations where M&E must span multiple member entities with differing capacities.
- Familiarity with GIS or spatial data tools used in conservation monitoring.

| KEY COMPETENCIES AND PERSONAL QUALITIES

- A rigorous analytical mindset combined with an instinct for translating data into actionable insight.

- Strong facilitation skills and the ability to lead learning processes that are genuinely useful rather than performative.
- Excellent organisational skills with the ability to manage multiple concurrent data streams, reporting timelines, and stakeholder needs without losing quality.
- A collaborative and capacity-building orientation, able to work effectively with programme staff, community partners, and WMA managers who have varying levels of M&E familiarity.
- Intellectual curiosity and openness to negative findings as much as positive ones, with the confidence to present honest evidence to leadership and donors.
- Commitment to the principles of accountability, transparency, and learning that underpin CWMAC's organisational values.
- Sensitivity to community contexts and the ability to collect data and engage with WMA stakeholders in a respectful, culturally appropriate manner.

| HOW TO APPLY

Application Requirements

Interested candidates must submit the following as a single PDF:

1. A cover letter of no more than two pages that clearly explains your motivation for the role and demonstrates your specific experience in M&E system design and implementation.
2. A current curriculum vitae of no more than four pages, including specific examples of MEL frameworks or evaluation processes you have led or significantly contributed to.
3. Contact details for three professional referees, including at least one direct supervisor from a previous role.

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Subject line: Application: Monitoring and Evaluation Officer

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