

JOB PROFILE

Job Title:	Manager – Institutional Partnerships
Grade:	SCSA 3 (566)
Reports to:	Programme Director

Job Purpose

To mobilise institutional donors and international foundations to contribute resources in support of Save the Children's objectives and activities and to position Save the Children, among current and potential institutional donors and international foundations, as the leading child rights organisation

The Manager – Institutional Partnerships will be responsible for developing, maintaining and expanding partnerships with key institutional donors and international foundations in South Africa, in order to secure funding for SCSA's programmes. Furthermore, this position will be responsible to compile, submit and follow-up on proposals for donors in close collaboration with technical programme staff and the Corporate Partnership Manager. As main liaison for SCSA with institutional donors and international foundations, the Manager – Institutional Partnerships will ensure the timely submission of quality reports as per donor requirements.

The performance of the Manager – Institutional Partnerships will be evaluated on the number of successful proposal submissions and timeous reporting.

Key Accountabilities

- Develop and maintain an institutional and international foundation donor database;
- Establish and grow relationships with institutional and international foundation donors;
- In collaboration with technical programme staff and provincial managers, compile proposals for institutional, international foundation and corporate donors;
- Ensure compliance with donor requirements for report submission and ensure timely reporting;
- Analyse present and past data, locate trends, and evolve plans to improve institutional and international foundation donor servicing and resource generation
- Follow and distribute institutional donor opportunities, gather intelligence on upcoming calls, possible implementing partners
- Link and negotiate with SC Members that are home donors to institutional funding opportunities SCSA want to pursue
- Ensure effective coordination with Programmes, Fundraising and Corporate Relationships and other functions as required for exchange of information and work needs
- Where approved, recruit and manage staff in the institutional and international foundation donors team

- Promote the work of Save the Children – communicating, both internally and externally, in an accurate, sensitive and motivating fashion
- Understand and be an advocate, internally and externally, for the values of Save the Children
- Represent SCSA at relevant meetings with partner agencies / NGOs/ government agencies in South Africa and elsewhere
- Other duties as required in line with your skills, experience and role

Minimum Professional Qualifications and Experience:

- Bachelors degree in development studies, international relations, business studies or related field
- At least 5 years experience in progressively responsible private or public positions, with significant institutional donor networking experience
- Extensive experience (5 years) in institutional donor fundraising
- Proven track record in donor account management in competitive, matrixed environments

Desired Competencies:

- Strong interpersonal skills, including at Senior management and Board level
- Strong negotiation and influencing skills
- Strong results orientation and financial skills
- Excellent communication and presentation skills
- Willingness to travel within South Africa and internationally
- Willingness to work irregular hours when the job dictates (such as for events, in emergency response times etc)
- Strong commitment to the aims, values and objectives of Save the Children

Other requirements:

- Proven track record in winning new business also donor account management
- Excellent management skills
- Fluency in English is essential and a second language is preferred
- Excellent communication & writing skills
- Excellent interpersonal skills - ability to negotiate challenging situations to achieve goals & deadlines
- Knowledge of the existing institutional and international foundation donor landscape in South Africa
- Ability to problem solve & take initiative
- Ability to work in ambiguous environment
- Ability to drive projects through to completion
- Competence in Microsoft Office
- Results-oriented