

# Partnerships and Resource Mobilisation Manager

## Position Description

<b>Reporting to:</b>	Head of Partnerships & Resource Mobilisation	<b>Work location:</b>	Remote / Hybrid
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Partnerships & Resource Mobilisation (P&RM)	<b>Direct reports:</b>	No

### Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

Reporting to the Head of Partnerships & Resource Mobilisation, this role is a senior driver of growth in Save the Children Australia's (SCA) International Programs (IP) portfolio. It leads priority donor accounts, deepens relationships with existing funders and opens new markets, and steers the implementation of the IP Business Development Strategy 2025–27.

The Partnerships & Resource Mobilisation Manager will:

- Lead account management and capture for a portfolio of priority institutional donors (e.g. DFAT, GPE, ECW, ADB, World Bank and others), in line with the operating model.
- Drive opportunity identification, pipeline health, and “Big Bet” capture, using data and AI-enabled tools to improve intelligence, price-to-win analysis, and decision-making.
- Partner closely on internal design teams for donor-fit, and with Country Offices (COs) and SCI Members to secure high-quality, financially sound awards, including grants and innovative/alternative finance opportunities.
- Support the shift towards blended and innovative finance by helping originate and position opportunities with Development Finance Institutions (DFIs), facilities and catalytic philanthropies, in collaboration with Global Ventures and Corporate & Philanthropy.

The role will work across the Save the Children Movement (Members and COs), and directly with Country Directors, PDQ Directors, the Global Team and other staff to grow funding, partnerships and strategic positioning for children in the Asia-Pacific and beyond.

### Here your skills will be valued

#### Role requirements

#### Funding Strategy & Market Intelligence – 15%

- Lead implementation of the IP Business Development Strategy 2025–27 for the accounts allocated to the role, ensuring activities and account plans align with diversification, growth and ICR/recovery targets.
- Maintain and continuously refine the Global funding pipeline (including “Big Bets”), ensuring alignment with donor trends, internal strategic priorities and the pricing framework.
- Use market and portfolio data (including dashboards and CRM) to generate donor and sector insights that inform account strategies, go/no-go decisions and investment cases.
- Apply AI-enabled tools and M365/Power Platform solutions (e.g. opportunity scanning, capture intelligence, contact mapping, price-to-win scenario-ing) to strengthen decision quality and speed.
- Contribute to periodic donor landscape scans and risk analyses and translate findings into concrete recommendations for the Head of P&RM, Head of PQI and Head of Global Programs.

### **Donor & Partner Engagement (Account Leadership) – 25%**

- Serve as account lead or co-lead for an agreed portfolio of priority institutional donors (e.g. DFAT, GPE, ECW, ADB, World Bank and others), ensuring clear engagement plans and ownership.
- Coordinate and quality assure donor engagement plans, ensuring coherence between SCA, SCI Account Leads, COs and other Members.
- Build and steward senior-level relationships with donor representatives, DFIs, facility managers and strategic partners, positioning SCA as a partner of choice for child-focused, scalable impact.
- Support Country Directors, PDQ Directors and technical teams to plan, sequence and execute donor engagement (including missions, conferences and influence moments), and to respond to emerging donor priorities.
- Represent SCA at external meetings, conferences and strategic forums relevant to our Big Bets and alternative finance opportunities.

### **Capture, Bid Governance & Proposal Leadership – 30%**

- Lead or co-lead capture planning for major opportunities (including multi-country and multi-sector bids), from early intelligence through to go/no-go recommendations and resourcing plans.
- Ensure capture plans clearly articulate donor drivers, competitive positioning, partner roles, risk and pricing implications, and evidence requirements.
- Chair or coordinate key bid governance moments (e.g. opportunity triage, go/no-go, price approvals), ensuring documentation is complete, risk-aware and aligned with the pricing framework and cost-recovery expectations.
- Work with internal design teams and COs to deliver donor-fit, technically strong, and commercially sound proposals, including program design, logframes/results frameworks, delivery models and partner strategies.
- Oversee or directly contribute to proposal writing and editing, ensuring one coherent voice, compliance with donor requirements, and timely submission.
- Coordinate with Finance and relevant technical teams to ensure budgets are true-costed, risk-aware and aligned with ICR and cost recovery targets.

### **Alternative Finance & Strategic Partnerships – 10%**

- Contribute to the identification and development of blended/innovative finance and outcomes-based opportunities that align with SCA's mission and capabilities.
- Work in partnership with Global Ventures, Corporate & Philanthropy and external partners (e.g. DFIs, climate facilities, impact investors) to explore and position co-financing, results-based and other innovative models.
- Help maintain key relationships with DFIs, fund managers, climate facilities and catalytic philanthropies relevant to Big Bets and pipeline opportunities, in close coordination with Senior P&RM Managers and Global Ventures.
- Support the integration of financial structuring considerations (e.g. risk-sharing, outcome payments, co-financing) into capture plans and, where appropriate, design processes.
- Build internal understanding of donor expectations and market standards in innovative finance, and signpost when specialist support is required.

### **Change Management, Capability Strengthening & Ways of Working – 10%**

- Champion P&RM role in the operating model, promoting clarity on ownership, bid governance and account management, and modelling disciplined, data-driven ways of working.
- Contribute to the ongoing refinement and socialisation of BD processes, templates, tools and guidance (including AI-enabled workflows).
- Provide targeted BD, capture and account management coaching to CO staff and colleagues across IP, including remote and in-person sessions.
- Facilitate structured learning processes (after action reviews, pipeline reviews, donor feedback reviews) and embed adaptive learning into account and opportunity management.

- Help embed responsible AI usage within BD processes, ensuring adherence to SCA's AI policy, data protection and audit requirements.

**Humanitarian & Strategic Initiatives Support – 10%**

- Provide surge support to humanitarian and crisis-related funding opportunities where additional BD capacity is required.
- Support strategic initiatives (e.g. localisation, climate x education, EdTech, GEDSI uplift) where donor engagement and capture leadership are needed.
- Contribute to strategic planning and portfolio reviews with the Head of P&RM, Head of PQI and Head of Global Programs, ensuring BD insights inform decisions.

**Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

**Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

**All roles at Save the Children contribute to our impact for children.**

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

**Here you'll belong**

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It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

**Essential knowledge or experience**

- 5+ years demonstrated experience identifying and securing funding from government donors, multilateral agencies, corporate donors and/or foundations, with a strong track record in institutional business development and/or award management.
- Demonstrated experience in leading assessments of funding landscapes and developing funding strategies to meet strategic goals.
- Institutional fundraising and/or award management experience, including financial management and understanding of cost recovery and pricing frameworks.
- A successful track record in leading and writing competitive proposals for institutional donors.
- Experience in solving complex issues through analysis, collaboration and securing buy-in from diverse stakeholders.
- Proven capacity to support and coach staff, ultimately building their capabilities and competencies (including remotely).
- Excellent business partnering, communication and relationship-building skills, including with senior external stakeholders.

- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Ability to work under pressure and meet tight deadlines with strong attention to detail.
- Clear interpersonal, written and oral communication skills.
- Ability to work independently, use initiative and manage multiple priorities.
- Team player, with a full appreciation of the value of collaboration.
- Demonstrated ability to work with digital tools, CRM and data dashboards, and to use AI-enabled tools (e.g. for donor intelligence, pipeline analysis, drafting) within governance and data protection frameworks.
- Strong interest in, or exposure to, blended/innovative finance (e.g. co-financing, outcomes-based contracts, climate and education finance) and willingness to rapidly upskill in this area.

**Desirable knowledge or experience**

- Experience developing successful proposals for the DFAT, GPE, ECW, World Bank, ADB and/or other major institutional donors.
- Experience engaging with DFIs, climate or thematic funds, or other innovative finance mechanisms (e.g. blended finance, impact investment, outcome funds).
- Experience of being involved in the implementation of new or changed business processes and ways of working, including operating model or transformation processes.

**Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required    **Travel:** Required

**Working with Children Check:** Required    **Assets:** Laptop