

# Partnerships and Resource Mobilisation

## Senior Manager

### Position Description

<b>Reporting to:</b>	Head of Partnerships and Resource Mobilisation	<b>Work location:</b>	Australia
<b>Department:</b>	International Programs	<b>Budget holder:</b>	Yes
<b>Team:</b>	Partnerships and Resource Mobilisation	<b>Direct reports:</b>	No

### Role Purpose

#### ROLE PURPOSE:

Reporting to the Head of Partnerships and Resource Mobilisation, this role will drive the growth of the portfolio through new business development, strengthening of SC Australia's relationship with donors and provide strategic level support and oversight to current awards where appropriate.

To achieve Save the Children Australia's ambitions, the role will be responsible for driving the implementation of the business development strategy, developing engagement plans and creating and managing an efficient system and process to identify, develop and manage new funding opportunities. The role will lead a number of key donor accounts and drive the success of these internally and externally.

The Partnerships and Resource Mobilisation Senior Manager will be expected to work across the Movement (Regional Offices, Members, and other Country Offices as necessary) and will work directly with Country Directors, PDQ Directors, the Global Programs Team, and other staff to grow Save the Children funding, partnerships and key strategic objectives.

The key accountabilities include:

- Driving the delivery of the business development strategy.
- Managing donor relationships on behalf of SCA and the country offices as part of account lead responsibilities.
- Positioning SC Australia for new business opportunities with opportunity tracking / capture planning etc.
- Manage / supporting proposal development including costing processes in collaboration with country offices.
- Proposal writing and editing – ensuring the correct process is followed in all cases.
- Being the key point of contact for SC Australia with other global Save the Children Members and driving internal account relationships.
- Providing support on strategic level business development compliance guidance.
- Technical support for program implementation. This may include facilitating quality assurance on reports and technical outputs.
- Identifying and responding to strategic trends and developments and disseminating this information across other key internal functions.
- Identifying new opportunities with new and existing donors.
- Develop market analysis, provide pipeline management and data analysis.
- Provide capacity building support for country office staff.

### Key Areas of Accountability

#### Role requirements

*The position is expected to focus approximately 50% of their time supporting the Pacific teams and 50% supporting global teams, this allocation will be flexible depending on the donor priorities and based across the core areas outlined below.*

### **Funding Strategy Implementation – 10%**

- Drive the implementation of the Save The Children Business Development strategy and support the delivery of regional and country strategies.
- Contribute to building and maintaining the pipeline in alignment with the global funding strategy and internal account requirements.
- Collaborate and coordinate with Supporter Engagement, Corporate Philanthropy and global ventures to explore innovative finance options.
- Drive data analysis and data driven decision making.

### **Donor Engagement – 15%**

- Support the relevant country offices' Country Director, PDQ Director, and Technical teams to build strong relationships and funding partnerships.
- Manage a portfolio of key donor accounts and engage internally and externally to drive and strengthen these. This includes providing donor compliance advice to country offices.
- Proactively engage on a strategic basis with institutional donors in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Represent Save the Children as needed with key institutional, corporate, foundation and other donors.
- Ensure teams have a system to plan and undertake stakeholder engagement with identified prospects and ongoing key partnerships.

### **Strategic Portfolio Planning and Proposal development – 25%**

- Support strategic planning and operational processes. Ensure all BD processes as listed in the Program Implementation Manual are followed.
- Contribute to the pipeline with consideration to funding gaps, as agreed with CD and country leadership.
- Supporting engagement with the Global Institutional Partnerships Group and relevant internal account groups.
- Manage and oversee priority donor proposals. This includes writing and editing proposals, coordinating with country offices technical, and finance teams and overseeing costing.
- Gather intelligence, assess competitiveness, make Go/No Go decisions, and support adequate resourcing for pursuing funding opportunities. Undertake capture planning and other tasks associated with bid management when required.
- Proactively guide and support PDQ and TE teams where necessary to rigorously assess the strengths and weaknesses of potential strategic partnerships.

### **Change Management and Capability Strengthening – 10%**

- In collaboration with the Pacific Regional Team, provide capacity building around business development.
- Ensure best practice ways of working by attending global and regional BD Communities of Practice and support embedding of best practice.
- Establish continuous learning efforts including facilitating after action reviews and providing presentations/web events so future BD efforts are improved.

### **Humanitarian Response – 10%**

- Support the humanitarian team design, write and review proposals where additional support is required.

### **Supporting Program Delivery 30%**

- Work closely with various local offices to help in delivering programs. This involves ongoing communication with our donors, making sure our reports meet their needs, and offering other relevant support to maintain a smooth program operation and a strong relationship with our key donors.
- Ensure the Award Management System (AMS) is an accurate reflection of current pipeline status.
- Contribute to improving knowledge management practices.

### **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

### **Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

### **Health, Safety, Security and Risk Management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate 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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- 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

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

#### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

**Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

## Person Specification

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**Essential knowledge or experience**

- 5+ years demonstrated experience identifying and securing funding from government donors, multilateral agencies, corporate donors and/or foundations.
- Demonstrated experience in leading assessments of funding landscapes, and developing programme funding strategies to meet strategic goals.
- Substantial Institutional/fundraising and or award management experience, including financial management.
- A successful track record in proposal writing and management.
- Experience in solving complex issues through analysis, collaboration and ensuring buy-in.
- Proven capacity to support and coach staff, ultimately building their capabilities and competencies (incl. remotely).
- Excellent business partnering, communication and relationship building skills.
- 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 and use initiative.
- Team player, with a full appreciation of the value of collaboration.
- Commitment to the mission, vision and values of Save the Children.

**Desirable knowledge or experience**

- Experience developing successful proposals for Department of Foreign Affairs and Trade (DFAT), United States Agency for International Development (USAID), World Bank and Asia Development Bank will be an advantage.
- Experience of being involved in the implementation of a new / changed business processes and ways of working or transformation processes.

**Driver's Licence:** Required  
**Working with Children Check:** Required

**Travel:** Required  
**Assets:** Laptop