

JOB DESCRIPTION

ASSIGNMENT	Institutional Partnership Lead
AREA	Institutional and Transformational Partnerships and Funding
PLACE OF WORK	Save the Children Italia ETS (Rome)
REFERENT	Head of Institutional and Transformational Partnerships and Funding
TYPE OF CONTRACT	Subordinate contract
PEOPLE MANAGEMENT	Yes
BUDGET MANAGEMENT	No
SAFEGUARDING LEVEL	1

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children. **COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children. **CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children. **INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work, we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

OUR SAFEGUARDING POLICIES

At Save the Children Italy we are committed to the safeguarding and protection of beneficiaries – children and adults - in our work. Save the Children believes that beneficiaries – children and adults - should never experience any kind of abuse. We have a responsibility to work in a way that promotes the welfare of beneficiaries and protects them from any kind of harm. Our Organization has a zero tolerance approach to any harm or exploitation of beneficiaries by any of our staff, representatives, or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with beneficiaries. Those who are representing Save the Children must adhere to the Child Safeguarding Policy and the Policy for protection against sexual exploitation, abuse, harassment, intimidation, discrimination, and abuse of authority, both in their private and professional lives.

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

JOB PURPOSE

The Institutional Partnerships Lead is a senior position designed to support SC Italy (SC It) institutional funding ambition and will be responsible for the development and coordination of institutional partnerships with key institutional donors for international programs. As part of this role, he/she will be responsible for: contributing to the development and implementation the institutional fundraising strategy under the supervision of the Head of Institutional and Transformational Partnership and Funding and in collaboration with the Proposal Development team; coordinating the Institutional Partnerships team ensuring that targets and objectives are met for each specific donor/account; overseeing the donors' engagement strategies ensuring that all relevant functions of International Programmes are involved and contribute as relevant to their specific function; coordinating the management of the Donors' Accounts for which SC Italy is Account Manager or Sub-account Manager; representing SC Italy in account management groups as relevant.

RESPONSIBILITIES

Institutional Partnerships and Account Management

- Contributes to the development and management of Institutional Partnership strategy aiming at growing SC Italy's strategic positioning and funding
- Coordinates the development, implementation and monitoring of Institutional donors' engagement objectives and actions to increase the level of funding and strengthen the relationship with key donors in close cooperation with the Account Manager, Country and Regional Offices
- Supports the Account Management focal points in developing the relations with consolidated Institutional partners
- Guarantees that the relationship with Institutional Partners at field level, together with SCI Regional and Country Offices, are developed and strengthened
- Identifies and develops opportunities for working with new donors and positioning SC Italy within new accounts
- Ensures that SC It informs and influences donor's policies and investment priorities as appropriate and in accordance with the overall account strategies and SC It advocacy department
- Facilitates and promotes the development of opportunities and initiatives inter-accounts to maximize SC Italy efforts and increase our positioning in strategic areas
- Contributes to the development and implementation of Public-Private Partnerships
- Contributes and support the development of partnerships with several stakeholders such as INGO, local CSO organization, private partners and universities

Resource Mobilization

- Ensures that opportunities for Institutional Fundraising are identified in a timely manner and coordinates the monitoring and screening of funding opportunities in selected COs/regions and as needed ensuring that information are disseminated timely both internally and to COs
- Ensure that smooth and efficient processes of GO-NO GO are run, both internally and with the Country Office in order to avoid delays
- Ensures that a quality analysis of the opportunity in terms of likelihood, feasibility and SC value add is done at GO-NO-GO stage



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- Ensures that regular donor strategic analysis are carried out and that funding opportunities are monitored and identified in advance
- Ensures that regular donor analysis are carried out in collaboration with the Account management Focal point to plan the appropriate LOE to reach the expected objectives

Representation and internal coordination

- Represents SC Italy within the SC Account Management system as relevant.
- Represents SC Italy in meetings with key Donors stakeholders, as relevant.
- Ensures a strong collaboration with the Proposal Development team seeking for alignment on priorities and way forward.
- Ensures a smooth collaboration with SC Italy Portfolio Management, Programme Quality and Innovation and Advocacy team to promote synergies and efficient ways of working.

Staff Management, Mentorship, and Development

- Responsible for the recruitment and appropriate staffing within the Institutional Partnership team;
- Ensures that all staff understand and are able to perform their role;
- Manage Institutional Partnership teams, defines expectations, provides leadership and technical support as needed, and evaluate direct reports regularly;
- Promotes a feedback and participation culture within the team;
- Promotes a culture of learning and development, including ensuring training, and promotion of staff as appropriate, that relevant talents within the team are underlined and enhanced, and ensures availability of appropriate professional development opportunities for staff;
- Oversee that the staff proactively build and maintain technical skills and competencies required for leading and/or advising first class programs;
- Promotes and leads on a culture of wellbeing, safety and security within the team.

EXPERIENCES & QUALIFICATIONS

- Master's degree in International Studies, Human Rights, Political Sciences, International cooperation, Economics
- At least 5 years of experience in INGO sector with an in-depth knowledge of institutional partnership and fundraising
- Experience in team leading is desirable
- Excellent verbal and written communication skills
- Writing and presentation skills, particularly in English
- French knowledge is considered as a plus

SOFT SKILLS

- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Strong results orientation, with the ability of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
- Ability to present complex information in a succinct and compelling manner
- Ability to plan, prioritise and manage a varied workload in a pressured environment.



- Capacity to relate to a different range of internal and external stakeholders
- Flexible and adaptable to changing context
- Strong team player
- Able to work effectively with others towards the achievement of common objectives
- Positive attitude, high sense of responsibility

OTHER

- Commitment to Save the Children values.



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