

TERMS OF REFERENCE

RUOLO	Institutional Partnership Expert
AREA/DIPARTIMENTO	International Programs, Business Development Department
SEDE DI LAVORO	Save the Children Italia Onlus (Roma)
REFERENTE	Head of Institutional Partnership team
CONTRACT TYPE	co.co.co
ANNUAL GROSS SALARY	€ 27.000 – 31.000
RESPONSABILITÀ DI GESTIONE	No
RESPONSABILITÀ DI BUDGET	No
LIVELLO CSP	I
Periodo apertura vacancy	12.01.2022 – 23.01.2022

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.

CHILD SAFEGUARDING POLICY

Save the Children Italia Onlus
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Save the Children dal 1919 lotta per i
diritti dei bambini e per migliorare le loro
condizioni di vita in tutto il mondo

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of children and protects them from harm. Our Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, 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 Partnership Expert contributes to deliver Save the Children Italy's institutional partnership and fundraising strategy for International Programs. In close coordination with Institutional Partnership Senior officer and under the supervision of the Head of Institutional Partnerships team, the Institutional Partnership Expert contributes to the following key areas:

- Development and management of relationship with key Institutional Donors assigned to him/her, including EU, AICS and other multilateral donors (UN agencies, Vertical funds)
- Contributing to the increase of SC Italy's Institutional Funding Portfolio in line with the Strategy of the Business Development Department;

RESPONSIBILITIES

Resource Mobilization

- Explore and analyse funding opportunities disseminating relevant information as appropriate both internally and at Country Office level
- Actively monitoring and screening funding opportunities in selected Country Offices/regions and as needed
- Facilitate pre-positioning and coordination with other SC Members ahead of opportunity publication
- Coordinate the process of evaluation and decision making on funding opportunities both internally and with the Country Office

Donor engagement & capacity building

- Engaging with donors at Country, Regional and HQs level in coordination with Institutional Partnership Senior Officer and other functions as planned and needed
- Developing, implementing and monitoring donor engagement plans, in coordination with relevant SC Italy departments, targeted Country offices and other relevant SC Members
- Providing inductions/webinars to COs on the relevant donor he/she is in charge of
- Sharing information, briefings and guidance to COs on donor trends and donor engagement strategies
- Designing and delivering donor engagement workshops to priority COs and/or provide in-country support
- Liaising with potential partners, as appropriate



Internal coordination

- Act as Partnership management focal point for day-to day task, info sharing with and from the relevant Donor's UNIT within SC Movement
- Represent SC Italy in relevant partnership/donor groups collecting inputs and reporting back to relevant SC Italy Department
- Directly contribute to funding opportunity allocation processes and represent SC Italy in discussions and negotiations with other SC Members where relevant
- Contribute to the development of donor specific materials and info pages

Data collection, analysis, strategies & procedures

- Collecting, analysing and reporting data and information on donor trends and priorities
- Liaising with relevant departments within SC IT and SCl in order to collect their inputs and report to relevant coordination and management structures
- Contributing to the development of SC Italy partnership and fundraising strategies with key donors
- Contributing to the development of the Business Development Department Strategy and participating to internal task forces according to the needs
- Contribute to the regular update of SC Italy internal data collection systems/files/platforms

QUALIFICATIONS AND EXPERIENCE

- University degree in political science, international cooperation, law or related subject.
- At least 4 years of Experience in NGO/INGO sector with an in-depth knowledge of institutional partnership and fundraising
- Good knowledge of major institutional donors (e.g. Italian MoFA/AICS, DG DEVCO/NEAR/ECHO); UN bodies and other donors (GIZ/KFW, GCF, GPE)
- Good understanding of key financial mechanisms of major international donors of DAC group in humanitarian and development settings
- Relevant experience in engaging with institutional donors/external relations & lobby
- Excellent communication and public relations skills with strong English language capability (written and oral) and ability to clearly communicate complex ideas and principles required
- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel an interest in appropriate use of current information and communications technologies Experience with organization of multistakeholders events, webinars, e-conference and seminars
- Availability for short term travel in Europe and worldwide
- Preferred good written and oral knowledge of a second language (French, German or Spanish)

SOFT SKILLS

- High level of cross-cultural interpersonal skill and proven ability to influence multiple stakeholders is required
- Good networking capacity



- Good capacity to interact with a different range of internal and external stakeholders
- Flexible and adaptable to changing context
- Pragmatic/solutions oriented/problem solver yet having strong analytical skills
- Strong team player
- Able to work effectively with others towards the achievement of common objectives

OTHER

- Commitment to Save the Children values

