



## Institutional Funding Senior Team Lead Foundations – Job Description

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### Role

The Institutional Funding (IF) Senior Team Lead Foundations is a critical position that contributes to the success of the War Child Alliance (WCA) by securing funding from foundations and grant-making organizations, supporting the financial sustainability of the organization and enabling it to fulfill its mission to have a direct positive impact on the well-being of children affected by conflict. The role requires a high level of initiative, innovation, leadership and problem-solving skills, and has both internal and external impact on the WCA's operations and reputation.

The role reports to the Global Head Institutional Funding and Grants Delivery, coordinates and collaborates closely with other colleagues within Institutional Funding and Grants Delivery department, country and regional teams, Directors of global programmes and other relevant departments in the Fundraising members' offices.

### Team

The WCA has a dedicated Institutional Funding<sup>1</sup> and Grants Delivery (IFGD) department that is part of the larger Programme Implementation and Institutional Funding (PIIF) department.

This IFGD team is responsible for achieving the organisation's ambitions through effective engagement and partnership building with trusts, foundations and other partners. It is directly responsible for raising and managing funds from these donors where there is no Alliance Fundraising Member and supporting Alliance Fundraising Members in raising and managing funds from their respective national donors.

The team consists of different quality assurance, compliance, partnerships, bid management and proposal development specialists and is organised in four teams:

- Account Management Foundations (FAM)
- Institutional Account Management (IAM)
- Quality Assurance (QA)
- Business Development (BD)

The main task of the Foundations Account Management team is to secure funding from trusts and foundations through maintaining and strengthening the relationship of War Child with these donors and related stakeholders, including networking organisations and other international agencies.

### Responsibilities

- Decision-making responsibilities: The role is responsible for making strategic decisions related to securing funding from trusts and foundations, including prioritizing funding opportunities, developing proposal strategies and managing relationships with donors and relevant networks. The level of accountability for decisions is high, as it directly impacts the ability of

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<sup>1</sup> Institutional donor refers to local and foreign national and state-/ provincial-/ regional government institutions and supranational Institutions (e.g. UN and EU), as well as foundations (e.g. Bill and Melinda Gates Foundation) that act in a similar way to an Institutional Donor, e.g. have programmatic expertise/ strategy, require a specific program proposal, sign a contract with terms and conditions, and expect regular reporting against the proposal and budget.

the WCA to secure funding and carry out its programmes. The role involves providing supervision to the FAM team, but also requires independent decision-making and initiative.

- **Relationship responsibilities:** The role is required to proactively build and maintain relationships with trusts and foundations, as well as collaborate with internal stakeholders such as program managers, finance and monitoring and evaluation teams. Effective communication, networking and relationship-building skills are essential. The role also requires competencies in stakeholder engagement, negotiation and diplomacy to establish and maintain positive relationships with diverse stakeholders.
- **Development responsibilities:** The role has formal responsibility for the development, training and coaching of team members within the FAM team. This involves providing guidance, support and feedback on donor engagement, networking, proposal development and other relevant skills. The role also requires continuous professional development to stay updated on best practices in donor engagement and grant management.
- **Resources responsibilities:** The role is responsible for managing the team budget, including Direct Cost Recovery through projects funded by trusts and foundations, and for managing resources for proposal development and staff time. This involves coordinating with country and regional teams, Directors of global programmes and other relevant departments in the Fundraising members' offices to ensure adequate resources are available for timely proposal development and reporting activities.
- **Culture responsibilities:** The role is responsible for facilitating teamwork and building a positive team culture, and contributes to creating a culture committed to the safeguarding of children and adults, and compliant to the WCA Child Safeguarding policies.

**These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.**

## **Key Result Areas**

1. **Develop and deliver a funding strategy with non-home trusts and foundations, and ensure its coherence with a broader strategy across the WCA**
  - Coordinate and ensure coherence in the development and implementation of trust and foundations funding strategies and donor engagement plans across the Alliance
  - Contribute to the consolidation of these strategies into the overall WCA Institutional Funding Strategy
  - Use the team's annual plan to define concrete goals and targets for the team, and oversee the efforts to achieve those goals and targets
  - Proactively engage with the trusts and foundations market to maximize funding opportunities
  - Lead and coordinate proactive acquisition and sharing of donor intelligence, networking and strategic engagement and positioning towards donors among the donor account managers as well as with other relevant departments, country, regional and global teams, and the WCA members
  - Work with country, regional and global teams, and the WCA members to develop compelling propositions for trusts and foundations

*Result: Income growth ensured in accordance with the WCA's growth and targets*

2. **Deliver professional services to optimize donor funding, partnership development and cooperation across the WCA**
  - Advise country, regional and global teams on funding strategies
  - Advise and support the organization in meeting and exceeding its institutional funding target
  - Provide expert advice and support internal capacity-building efforts regarding donor engagement, networking, business development, proposal development and submission, contract management and reporting

- Support country, regional and global teams in strengthening their relationship with relevant in-country donor representatives
- Implement fundraising activities, monitor and report on their progress and results
- Streamline expert advice with regard to donor requirements
- Provide (donor compliance) quality and risk assessment advice to the Global Head IFGD on specific submissions and reports to donors in collaboration with the QA team

*Result: Expert knowledge on institutional donors within the WCA is increased, leading to higher quality of propositions to donors and contract management*

### 3. Engage with relevant networks, partners and stakeholders

- Provide vision and strategic advice on partnerships and policy-influencing opportunities
- Contribute to positioning the WCA as a specialist networked organization
- Coordinate developing and strengthening a network of contacts with (possible) partners and stakeholders contributing to the roll-out of the WCA's strategy
- Actively participate in relevant internal and external working groups
- Represent the WCA in relevant networks and external meetings with partners and stakeholders

*Result: Increased and strengthened relations with relevant networks, strategic partners and stakeholders that greatly contribute to the roll-out of the WCA's strategy*

### 4. Supervise staff

- Ensure the team's workforce possesses the appropriate manpower and qualities to realise the defined goals and targets
- Supervise staff by reviewing the quality and volume of their work performances, and provide guidance, instruction, coaching and motivation where necessary
- Ensure the adopted HR policy is given shape, including by discussing past and future performances with appropriate staff
- Identify opportunities for staff to develop, discuss those opportunities, record the arrangements and help staff to give shape to the arrangements
- Offer staff a point of contact for their questions and problems

*Results: Staff are motivated and supported to realise their responsibilities efficiently and effectively*

## **Experience, Knowledge & Skills**

- Expertise
  - Significant experience developing and maintaining relationships with large scale trusts and foundations
  - Demonstrated donor account management expertise, especially with large foundations
  - Demonstrated expertise in funding strategy development and its operationalisation
- Education
  - Academic working level with relevant academic background in development/ international cooperation and/or humanitarian aid
- Experience
  - Minimum five years of experience in a similar position in an international organisation
  - Good knowledge of and experience in fundraising for NGOs from foundations
  - Experience in team management
  - Demonstrated experience of strengthening the capacity of others in working with foundations, using a range of formal and informal methods
- Knowledge
  - Good knowledge regarding current development and trends in the (international) aid sector
  - Good knowledge of the foundations market, in the Netherlands and globally
  - Knowledge and understanding of donor networks
- Skills

- The ability to engage with diverse stakeholders in a way that leads to increased impact for the organization, and to spot and create opportunities with foundations effectively and facilitate increasing access to funding for the WCA's work
- Ability to analyse the donor environment and identify trends, anticipate changes, be comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways
- Ready to be held to account, and ability to hold others to account in a consistent and respectful manner (leadership skills)
- Excellent verbal and written communication skills in English and preferably one of the following languages: French, Arabic and/or Spanish
- Good relation building skills, diplomatic skills and strong in building and maintaining networks
- Excellent facilitation and organisational skills

*The safety of children is essential to War Child. War Child does not tolerate or accept any form of abuse. This subject is addressed in our recruitment and selection procedures.*