

Institutional Funding Strategic Partnerships Account Manager – Job Description



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Version: Final

Salary Level: 10

Role

The Institutional Funding Strategic Partnerships Account Manager is a critical position that contributes to the success of the War Child Alliance (WCA) by securing funding from multilateral and bilateral public institutions, 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. This role will maximize the potential of our fundraising through superb relationship management. You will support the IFSP Senior Team Lead to deliver extraordinary results, increasing our income from institutional donors and new markets. The role requires a high level of initiative, innovation and critical analysis and problem-solving skills, and has both internal and external impact on the WCA's operations and reputation.

The role reports to the IFSP Senior Team Lead and coordinates and collaborates closely with other colleagues within Institutional Funding and Grants Delivery (IFGD) department, country and regional teams, global programmes and Fundraising Members across the War Child Alliance.

Team

The IFGD team is part of the larger Programme Implementation and Institutional Funding (PIIF) department of the WCA Foundation (WCAF). Through collaboration with WCA fundraising members, global, regional and country teams, the IFGD team leads overall strategy and policy and quality assurance standards for grant cycle management across the WCA and coordinates the strengthening of internal competencies and capacities to acquire and manage institutional funds in-line with policies and quality assurance standards. In addition to this, the team coordinates global level account management with WCA fundraising members and grant management in collaboration with teams at country, regional and global levels.

The IFGD team is responsible for achieving the organization's ambitions through effective engagement and partnership building with institutional donors, trusts, foundations, and other strategic partners. It is directly responsible for raising and managing funds from institutional donors and foundations where there is no WCA fundraising member, exploring and developing new fundraising markets, and supporting WCA fundraising members in raising and managing funds from their respective national donors. The IFGD team consists of account management, strategic partnerships, quality assurance, process improvement, and proposal development specialists.

Job Responsibilities & Expected Results

1. Support Coordination and Management of Institutional Funding Account Management:

- Assist in tracking and organizing opportunities and funding targets for institutional funding across the Alliance.
- Supporting the development of IF account management strategy together with the team lead
- Supporting the development of departmental policies
- Support in gathering and consolidating data for the institutional funding strategy, aligning with regional and country programme goals.
- Contribute to the preparation of strategic donor engagement plans, including for emergencies, and help maintain donor accounts by gathering relevant information and updates from team members.
- Monitor and document funding opportunities and insights from key UN, Government and New donor markets, helping to maintain an organized database for these core institutional funders.
- In coordination with team lead, lead on Rafiki management for IFSP donors, and collaborate with Systems and Processes Team to ensure adherence to Grant Management Processes.
- Assist in facilitating training sessions and compiling materials for capacity building.
- Continuous learning about donor engagement and management best practices

Results:

- *Contributes to a well-coordinated and high performing institutional funding account management function across WCA*
- *Contributes to driving institutional income growth in-line with targets across WCA*
- *Contributes to expert knowledge on institutional donors within the WCA is increased, leading to higher quality of propositions to donors and contract management*

2. Assist in Donor Prospecting and Relationship Management

- Conduct initial research on institutional donors, including multilateral and bilateral donors, and assist in documenting findings and potential opportunities.
- Help maintain updated mapping and information on donor requirements, reporting timelines, and contacts, contributing to smooth donor relationship management.
- Prepare meeting notes and donor profiles for senior team members, ensuring timely and organized information flow.
- Support the Senior Team Lead to foster meaningful relationships with key stakeholders through participation in relevant internal and external networks and meetings where appropriate and in line with strategy.
- Support the development and maintenance of a strong network and relationships with existing and accounts, collaborating closely with internal stakeholders such as program managers, finance and monitoring and evaluation teams. Ensure that these relationships support and align with War Child's strategic objectives. Effective communication, networking and relationship-building skills are essential, along with experience in stakeholder engagement, negotiation and diplomacy.

Results:

- *Contributes to high quality account management for these donors*
- *Contributes to institutional income growth in-line with targets for these donors*

3. Contribute to New Donor Market Research

- Gather preliminary information and conduct market scans for new and emerging donors, supporting the diversification efforts in institutional funding.
- Track sector trends and changes in donor priorities, contributing to informed decision-making within the team.

Results:

- *Contributes to creation of number of new institutional donors in-line with targets (at least one annually)*
- *Contributes to growth in income from new/emerging institutional donors in-line with targets*

4. Support Strategic Partnerships and Positioning Efforts

- Provide research and logistical support for strategic partnership development, assisting in the organization of external meetings and sector forums.
- Compile background information on prospective partners and stakeholders to support engagement and positioning efforts.
- Coordinate with internal teams to maintain updated records of partnerships and assist in gathering feedback on partnership activities.

5. Foster a collaborative and positive team culture within the War Child Alliance (WCA)

- Actively contribute to fostering teamwork and building a positive, collaborative culture across the Alliance, ensuring that the organization's values are consistently upheld.
- Uphold a strong commitment to the safeguarding of children and adults, ensuring full compliance with War Child Alliance's Child Safeguarding policies.
- Actively contribute to team activities and support the delivery of the team objectives in the Annual Plan. Participate in team meetings, collaborative projects, and planning sessions, offering support and insights that contribute to team goals and reinforce a culture of continuous learning and support.

Results:

- *Contributes to number of strategic partnerships developed in-line with targets*
- *Contributes to increased and strengthened relations with relevant networks, strategic partners and stakeholders*

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.

Experience, Knowledge & Skills

Experience:

- At least 5 years of experience in administrative support, program coordination, or research within an NGO, development, or humanitarian setting.
- Familiarity with donor engagement, fundraising, and grant management is a strong plus.

Knowledge:

- Strong understanding of international aid and institutional donor environment, with experience working with the multilateral system (UN organizations) and donor governments.
- Knowledge of project management and organizational tools.

Skills:

- Strong organizational and multitasking skills.
- Excellent verbal and written communication in English, with proficiency in French or another relevant language as a plus.
- Proficiency in MS Office Suite, especially Word, Excel, PowerPoint, and CRM systems such as Salesforce.

Education:

- Bachelor's degree in a relevant field such as international development, business administration, or public policy.

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.