

JOB POSTING – Officer, Global Partnerships

Organisation:	Right To Play International
Department/Division:	Headquarters
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department (around 2 days per week in our London office in Kennington).
Authorised to work in:	UK (Eligible to work legally without requiring work visa sponsorship)
Target Hiring Salary:	GBP 32,961 per annum
Reports to:	Vice President, Partnerships
Contract Duration:	Permanent / Full-time
Application Closing Date:	29 May 2024 23:59 BST

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

Reporting to the Vice President, Partnerships based in the UK, you will work closely with the teams in our dual headquarters (Toronto, Canada and London, UK), as well as programme and fundraising teams across Africa, Asia, Europe, Africa, Asia and the Middle East. You will be responsible for coordinating a variety of functions that support Right To Play's (RTP's) global business development and grant management strategy, supporting proposal development for new funding opportunities and grant management for existing donor partnerships. The role will also include internal support for different fundraising offices globally, to ensure joined up approaches are undertaken to secure and manage grant funding across RTP.



WHAT YOU'LL DO:

#1. Funding Identification (15% of Time)

- Lead global prospecting for new business development by tracking funding opportunities, and researching suitable new funding opportunities from governments, private organizations, and foundations in line with RTP's theory of change and organizational priorities.
- Research and understand the current funding strategies of institutional donors and philanthropic giving organisations to support strategic decision-making on new business development. This will include a focus on regional, country, and sectoral funding trends relevant to RTP's geographic and thematic areas.
- Monitor funding opportunities and 'calls', ensuring that the relevant departments globally within RTP are informed in a timely manner with tailored information.
- Act as the global focal point for the internal application approval process by ensuring documentation for go/no go and proposal processes are compliant with procedures and stored in appropriate online portals.

#2. Proposal Development and Grant Management Support (30% of Time)

- Work in conjunction with relevant departments across RTP (including Global Programs, Monitoring, Evaluation and Learning, and Communications departments), to lead the development of different thematic and programme funding materials that will support new donor acquisition and strong donor stewardship.
- Support programme funding personnel across the organisation in the development of specific materials to assist in new business development and equip fundraisers to seek relevant funding opportunities.
- Support the development of proposals in response to specific funding opportunities as required by the Global Partnerships team and occasionally the Country Office teams, in some cases this will be leading on certain proposals.
- Support programme funding personnel across the organisation in the development of project narrative and financial reports, to ensure high standards of reporting and donor stewardship are maintained. In some cases, this will be leading on certain reports.
- Provide additional ad-hoc support to fundraising activities, personnel and offices across the organisation globally as required across the programme funding cycle to ensure strong proposal development and grant management practices are maintained.
- Participate in, and represent, RTP in external meetings and networks as required.

#3. Data Management, System Compliance and Coordination (40% of Time)

- Track funding applications, pipelines and reports across all fundraising departments globally, using RTP's Client Relationship Management (CRM) platform and other tracking tools as required.
- Work closely with fundraising offices across the organisation to ensure timely and accurate use of RTP's CRM platform so accurate fundraising data is maintained in the system.
- Support quarterly reporting and analysis of global funding progress, funding pipelines, funding priorities, tracking against targets/objectives, and disseminate the information globally to all relevant staff.
- Support the preparation of materials (including presentations) on organisational funding performance for the senior Executive Management Teams.
- Manage internal information databases and Microsoft SharePoint sites ensuring documents related to proposals, donor reports, fundraising materials etc. are stored according to agreed protocols and disseminated across the fundraising and program delivery offices.
- Work closely with the Global Fundraising Operations Manager and Global Business Analyst to ensure



CRM platform remains an accurate and effective database of donor information and responding to ad-hoc tasks as necessary.

- Lead on the preparation and coordination of various monthly procedures as required.

#4. Global Partnerships Team Support (10% of Time)

- Contribute to strategic discussions within the team to support planning and priorities.
- Support the planning and implementation of internal meetings and/or conferences.
- Keep up to date with the major issues pertaining to children, child rights and development, as well as the donor environment and developments within RTP.
- Additional tasks as requested by the members of the Global Partnerships Team.
- Undertake general office administrative tasks as needed.

#5. Performs other duties as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Undergraduate degree or equivalent in international development, political science, international relations, or related discipline; or equivalent work experience

EXPERIENCE:

- 2 years' practical experience in managing multiple and varied projects
- 2 years' experience in supporting proposal development and donor reporting
- Fundraising experience for not-for-profits including developing applications, securing funding from a variety of sources, and a track record of identifying and researching donors
- Demonstrated experience in building strong trust-based relationships with widely diverse

COMPETENCIES/PERSONAL ATTRIBUTES:

- Excellent attention to detail
- Flexibility and the ability to switch 'hats' between varied projects seamlessly
- Demonstrates a high level of interpersonal and cross-cultural skills including the ability to build collaborative relationships internally and externally with sensitivity to cultural, ethnic, social and political issues
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure, working with a wide range of stakeholders and with people from various backgrounds and cultures
- Highly organized and able to manage timelines involving multiple inputs under tight deadlines.
- Self-motivated and able to work independently

TECHNICAL SKILLS:

- Outstanding project management skills
- Strong technical ability to track, manage, and enter data using Microsoft Excel and CRM systems
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Excellent communication skills (written and oral), interpersonal, public relations and report writing skills
- Good analysis, problem solving and project management skills

SECTOR SPECIFIC KNOWLEDGE:

- Knowledge of donor management, grant management and compliance monitoring



- Knowledge of program design and budgeting processes, including development of logical frameworks and performance monitoring plans
- Knowledge of a variety of government and foundation funding mechanisms
- Knowledge of international development, education and humanitarian programming and policy

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in a related field
- Certification in project management
- Experience working in a range of cultural contexts and developing countries
- Experience working for a donor
- Fluency in spoken and written French

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative, fun team who are passionate about working with children and youth. You will gain experience working for a globally recognised organisation with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- 25 days annual leave
- 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/177836-officer-global-partnerships/763698-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**





Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.org.uk