

Job announcement

CENTER FOR CIVILIANS IN CONFLICT

RECOGNIZE. PREVENT. PROTECT. AMEND.

Government Partnerships Manager

Location: The Hague, Netherlands but could consider Brussels, Belgium for exceptional candidates (remote/hybrid work options)

Salary: Up to €58k- €75k depending on experience

Reports to: Development Director

Contract Type: Permanent Employment

Background

[Center for Civilians in Conflict \(CIVIC\)](#) is an international non-profit organization with working to improve protection of civilians caught in conflict zones. CIVIC envisions a world in which no civilian is harmed in conflict. We support communities affected by conflict in their quest for protection and strengthen the resolve and capacity of armed actors to prevent and respond to civilian harm. While global attention is often focused on the plight of refugees fleeing conflict, CIVIC works to protect those caught in active warzones but unable to escape. These populations often include the most vulnerable groups like the elderly, the sick or disabled and those lacking the resources to flee. CIVIC believes Civilians are not “collateral damage” and civilian harm is not an unavoidable consequence of conflict — civilian harm can and must be prevented.

Working to strengthen community-based self-protection strategies, while sensitising officials and militaries and facilitating dialogue between affected populations and armed actors, CIVIC’s unique approach is producing pragmatic solutions and changing mindsets. High-level officials have begun using our words to describe the need for civilian protection in armed conflict. CIVIC’s thought leadership on civilian protection is furthermore supported by rigorous research, advocacy, and policy work. We measure success in the short-term by the improved well-being of civilians caught in a conflict and in the

long-term by shifts in how parties to conflict conduct themselves, with increased effort to avoid civilian harm.

CIVIC counts on a diverse and growing funding portfolio to implement its programming, including restricted and unrestricted funds from government, multilateral, foundation and private donors. These include, among others, Open Society Foundations, Robert Bosch Stiftung, Swedish Postcode Lottery and the governments of Sweden, Canada, Ireland, Switzerland and the Netherlands. CIVIC expects to raise over \$16M this year to continue its vital work.

Key Responsibilities

CIVIC seeks a proactive and passionate development professional to help build and manage new and existing funding relationships with government and multilateral donors, which currently represent CIVIC's largest income stream. Focusing on an assigned portfolio of government and multilateral institutions (with potential involvement in outreach to selected non-governmental actors as needed), the incumbent will support the Development Director in her external engagement, while managing day-to-day donor relations and related internal processes with a high degree of independence.

The successful candidate will have a strong understanding of public sector partnerships both with national governments and multilaterals (including the EU, NATO and UN system). The candidate will have experience with the technical intricacies of public sector application and grant-making processes. In addition, as part of a high-performing team of development professionals the candidate will have the ability to collaborate and be the expert in their field.

Scope of the job

As a vital member of the development team, the Manager, Government and Multilateral Partnerships:

- Leads on day-to-day engagement with a set of public sector institutions, in close consultation with the Development Director.
- Together with the Director, develops and implements government donor engagement strategies, based on thorough research and analysis of target institutions and their decision-making structures, as well as of broader political and funding trends.
- Identifies funding opportunities and initiates/leads necessary bid approval discussions with all internal stakeholders.
- Coordinates complex proposal and donor reporting processes, ensuring seamless collaboration with relevant program and finance colleagues.
- Negotiates and facilitates funding arrangements and grant contracts.
- Works with all relevant teams to communicate donor requirements and expected standards; ensure grant compliance and adequate donor servicing; and where necessary, propose reforms and (co-)develop solutions to bring CIVIC (and development team) standards and practices in line with, often stringent, government expectations.

- Maintains thorough and well-organized records of all relevant donor intel and grant data, using agreed systems and tech platforms.
- Fully participates in a wide range of strategic, operational and management discussions and processes, both within the development team and across CIVIC more broadly, contributing to organization-wide efforts to maximize efficiency, transparency and effectiveness.

Donor Engagement and Business Development (30%)

- Helps raise and grow CIVIC's funds from a set of government and multilateral donors, focusing on increasing unrestricted funding.
- Directly engages with donors to grow existing funding lines, build trust-based long-term relationships and unlock new grants and core opportunities. Properly stewards donor relationship to maintain trust.
- Works with other team members to systematically expand strategic donor communications.
- Prepares for and coordinates donor events and meetings, including assembling agendas, developing background briefers, arranging logistics, and taking notes.

Proposal Development (40%)

- Coordinates and produces top-quality proposals, managing complex internal communications across teams and ensuring the end result consistently meets deadlines, donor expectations and the highest competitive standards.

Internal Communication (20%)

- Builds strong relationships across all teams and departments, taking time to learn about colleague's priorities and constraints, and facilitate fruitful collaborations.
- Collaborates and works in unison with the Foundations Partnerships Manager to ensure concise messaging and no duplication of effort.
- Effectively communicates to raise organization-wide awareness of development objectives, donor requirements and the team's current and future priorities.
- Applies skill and diplomacy to prevent or resolve internal conflicts, miscommunications, or frustration.

Prospect Research and Data Management (10%)

- Researches, identifies and reviews suitable grant opportunities and requests for proposals (RFPs) and advises the Development Director and relevant program teams on whether to pursue or not.
- Compiles and shares comprehensive donor intelligence for the assigned donor portfolio.
- Maintains accurate records and regularly update relevant donor data, using Salesforce and other agreed platforms.

REQUIREMENTS/QUALIFICATIONS

- 5+ years experience and record of success in non-profit fundraising, preferably in the field of conflict prevention, international affairs, development or human rights.
- Significant knowledge and expertise in public sector engagement, especially key European donor governments and multilaterals (EU, NATO).
- Background or interest in human rights, development, international security, conflict resolution and/or peacebuilding.
- Master's degree preferred.
- Outstanding written and oral communication skills.
- Deep experience in proposal development, grant management and donor servicing in the public sector space.
- Personal maturity and an ability to establish and maintain cooperative working relationships with internal and external interlocutors, maintaining a calm, reassuring, and objective attitude at all times.
- Experience working in international or highly diverse, multi-cultural contexts and across time zones.
- Excellent time management and an ability to handle tight deadlines and deliver complex tasks under pressure, while maintaining mental flexibility and showing exceptional attention to detail.
- Technological proficiency, including in the Microsoft Office Suite/Google Applications. Experience with Salesforce and/or Raisers Edge a clear benefit.
- Understanding and use of donor/prospect research databases, search engines, and systems.

CIVIC seeks to recruit, develop, and retain the most talented people from a diverse candidate pool in the belief that employees from diverse backgrounds are critical to achieving our goals. We strongly encourage applications from persons with diverse backgrounds and experiences.

How to apply

Please send a letter of application no more than one page outlining your motivation for the job and when you would be able to start with your CV/resume maximum two pages in English and in strict confidence by email only to Ruth Gardner at ruth@darylupsall.com.

Please ensure that they are sent as pdf documents with the titles “your name cover letter” and “your name CV” Please put “CIVIC – Government Partnerships Manager” in the email subject line. Also please let us know where you saw the post advertised.

The deadline for applications is Sunday 23rd of October 2022



CONSULTING | RECRUITMENT

Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.