

## Job announcement



### Foundation Partnerships Manager

**Location:** Washington D.C., New York or The Hague, but could consider Brussels for exceptional candidates (hybrid work options)

**Salary:** Up to \$76k-\$93k for USA; up to €58k- €75k for The Hague or Brussels 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 around \$16M this year to continue its vital work.

### **Key Responsibilities**

CIVIC seeks an experienced and self-starting development professional to help forge new and grow existing partnerships in the foundation space. The Foundation Partnership Manager will focus on an assigned portfolio of donor institutions, supporting the Development Director in her external engagement while managing day-to-day donor relations and complex application processes with a high degree of independence.

The successful candidate will have a strong understanding of partnerships with foundations, especially those investing in the development, humanitarian, conflict or human rights space. We are ideally looking for someone with experience across a broad spectrum from small private/family foundations to large institutional foundations, preferably including funders in North America, Europe and/or other markets. Candidates should be intimately familiar with the technical intricacies of institutional bidding and grant-making processes and have a successful fundraising track record.

The Partnerships Manager (Foundations) works as part of a high-performing team of development professionals with specialist expertise across the government, multilateral, foundation and private philanthropy space. They will also collaborate closely with CIVIC colleagues across numerous geographies, time-zones and departments.

### **Scope of the job**

As a vital member of the Development team, the Partnerships Manager (Foundations):

- Leads on day-to-day engagement with a set of assigned foundation donors, in close consultation with the Development Director.
- Initiates, cultivates, manages, and stewards relationships with foundation funders, expanding an existing portfolio with the goal of increasing revenue from the foundation sector.
- Together with the Director, develops and implements engagement strategies for foundation donors, based on thorough research and analysis of target institutions and their decision-making structures, as well as of broader political, economic and funding trends.
- Identifies new 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 donor 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, contributing to organization-wide efforts to maximize efficiency, transparency and effectiveness.

### **Donor Engagement and Business Development (30%)**

- Helps to raise and grow income from a set of foundation donors (as well as pooled donor funds, where appropriate).
- Cultivates foundation donor relationships to build trust-based long-term relationships and unlock new grants and core opportunities.
- Works with other team members to systematically expand strategic donor communications.
- Prepares for and coordinates donor events and meetings.

### **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.
- Implements grant policies and processes, including approvals to pursue opportunities, submits proposals, and requests program or budget modifications.

### **Internal Communication (20%)**

- Has the ability to build 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 two Government Partnerships Managers and an Individual Giving 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 updates 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 institutional donor engagement in the foundations space.
- 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](mailto: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 – Foundation 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**

*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.*