

## Job Posting – Global Programme Funding Officer

<b>Closing Date:</b>	26 August 2019 (interviews 2 September 2019)
<b>Organisation:</b>	Right To Play International
<b>Department/Division:</b>	Global Partnerships
<b>Work location:</b>	London, United Kingdom
<b>Authorised to work in:</b>	United Kingdom
<b>Remuneration:</b>	£27,000 plus benefits
<b>Contract Duration:</b>	Full-Time

### BACKGROUND:

Right To Play (RTP) is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we help 2.3 million children to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality. Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

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*

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)

### POSITION SUMMARY:

We are seeking a Global Programme Funding Officer to join our London based global team. This exciting, newly created role will be responsible for coordinating a variety of functions that support the organisation's global programme funding strategy. The role will involve aspects of supporting proposal development for new funding opportunities and grant management for existing donor partnerships. It will also include internal support for different fundraising offices globally, to ensure joined up approaches are undertaken to securing and managing grant funding across the organisation.

The role will report directly to the Global Partnerships Director based in the UK, but you will be part of a global community, working closely with personnel in our headquarters (based in Toronto), as well as programme partnership personnel based in Europe, Africa, Asia and the Middle East.

The ideal candidate is a dynamic and forward-thinking professional who is able to manage multiple and varied tasks simultaneously, can work independently and with strong attention to detail. You will have appropriate fundraising experience, including developing applications, securing funding from a variety of sources, and a track record of identifying and researching donors. Excellent writing, analytical and organisational skills will be required to ensure each core function of the role can be successfully delivered. Strong IT skills are required, including knowledge of the full Microsoft Office suite, databases, and client relationship platforms. A level of flexibility will be needed, alongside the ability to switch 'hats' between varied tasks seamlessly. You will demonstrate an ability to have some fun while making things happen in a fast-paced environment.

### **Funding Identification (30%)**

- Lead global prospecting for new business development by tracking funding opportunities, and researching and identify suitable new funding opportunities from government, private organizations and foundations in line with Right To Play'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 Right To Play's geographic and thematic areas.
- Monitor funding opportunities and 'calls', ensuring that the relevant departments globally within Right To Play 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. This includes communicating all go/no go decisions and escalation items to the relevant departments globally across the organisation.

### **Proposal Development and Grant Management Support (30%)**

- Working in conjunction with relevant departments across Right To Play (including global programs, MEL 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 aligned to donor priorities, 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 proposals
- Maintain an overview of grant reporting schedules across offices, ensuring colleagues are aware of reporting timelines and donor requirements
- 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, Right To Play in external meetings and networks as required

### **Data Management, System Compliance and Coordination (30%)**

- Track funding applications, pipelines and reports across all fundraising departments globally, using Right To Play'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 Right To Play's Client Relationship Management (CRM) platform so accurate fundraising data is maintained in the system.
- Support the Philanthropy Business Analyst to compile quarterly reporting and analysis of global program 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 programme funding performance for the senior Executive Management Team, International Board of Development, Development Committee meetings and National Board meetings
- 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 CRM Solutions Manager to ensure the 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

**Programme Funding Team Support (10%)**

- 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 Right To Play
- Additional tasks as requested by the members of the Global Partnerships Team
- Undertake general office administrative tasks as needed
- Performance of other duties as required

**EDUCATION/TRAINING/CERTIFICATION:**

- Undergraduate degree in International Development, Political Science, International Relations or related field is required.
- Master's degree in a related field or project management certification is an asset

**LANGUAGES:**

- Fluency in oral/written English is required; ability to work in a second language (e.g. French, Arabic, Portuguese) is an asset

**EXPERIENCE/SKILLS/ATTRIBUTES:**

- 3-4 years practical experience of using project management skills to manage multiple projects and work effectively under pressure.
- At least 2 years' experience of supporting proposal development and donor reporting
- Experience working in the not-for-profit environment (overseas experience is an asset)
- Strong written communication skills
- Strong technical ability to track and manage data using Microsoft Office applications (experience with CRM data systems is an asset)
- Able to work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation
- Ability to work on own initiative with minimal supervision to accurately and efficiently meet deadlines, and manage a wide and varied workload
- Highly vision oriented and energized by Right To Play's mission

**HOW TO APPLY:**

If you are interested in applying for this position, please send your CV and cover letter to Ross Edgeworth: [redgeworth@righttoplay.com](mailto:redgeworth@righttoplay.com) and kindly include 'Global Programme Funding Officer' and your name in the subject line. While we thank all applicants for their interest, only those selected for interviews will be contacted. Shortlisting of applications will begin immediately and interviews will be held on Monday September 2nd.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. 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 are a child-centered organisation. 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 police record check as a condition of employment. To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)