



JOB DESCRIPTION – INSTITUTIONAL MANAGER

Organization:	Right To Play Netherlands
Work Location:	Amsterdam, The Netherlands
Target Start Date:	1 January 2022
Working Hours:	0.8-1 FTE
Contract Type:	Initial one-year contract with possibility to renew
Closing Date:	Open until position is filled

ABOUT US:

Right To Play 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 helped 2.3 million children last year 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. Right To Play Netherlands was set up in 2004 and holds office in Amsterdam.

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

ABOUT THE ROLE:

The Right To Play Netherlands Office is looking for an Institutional Manager to grow revenue from institutional donors in order to realize Right To Play's new ambitious global strategic plan. Your focus will be on developing relationships within the development sector and with institutional donors and working collaboratively on proposals and projects. Reporting to the National Director, you will join a team of six people in the Amsterdam office. You will also work closely with the Right To Play's Global Partnerships Team. You will play a pivotal role in growing our cooperation with and support from institutional donors, expanding cooperation with existing partners and developing relationships with new ones. Ultimately ensuring that Right To Play programs worldwide are able to protect, educate, and empower vulnerable children and youths.

WHAT YOU WILL BE DOING:

As Institutional Manager of Right to Play Netherlands you are responsible for a number of institutional partnerships, fundraising and grant management. You will work in close cooperation with Right To Play colleagues around the world. The aim is to diversify and grow our institutional revenues. The size of the institutional grants portfolio of Right To Play Netherlands has fluctuated between € 500,000 and € 1,500,000.

Your main responsibilities are the following:

1. Partnership Development and Donor Cultivation (40% of time):

- Develop and maintain collaborative relations within the development sector, to develop preferred partnerships and pursue funding opportunities together;
- Develop and maintain collaborative relationships with institutional donors, including the Dutch Ministry



of Foreign Affairs and Embassies, to achieve mission and policy objectives together;

- Represent Right To Play at meetings with (potential) partners and other relevant network.

2. Fundraising and Proposal Development (40% of time):

- Lead the development of funding proposals for institutional donors and foundations in coordination with Right To Play Country Offices and cross functional teams such as Global Program Development, Global Program Finance and the Global Monitoring, Evaluation & Learning team, as well as representatives from partner organizations
- Ensures that funding applications achieve a standard of excellence and are compatible with both internal and donor policies.
- Cooperate with the Global Partnerships Team on funding opportunities aligned to organizational priorities

3. Program Management and Donor Compliance (20% of time):

- Manage existing grants and contributions from institutional donors, liaising with Right To Play Country Offices and partner organizations;
- Look after timely and quality narrative and financial reports to institutional donors and answer any questions they may have.

The indication of the percentages above also depends on external factors.

WHO YOU ARE:

You are a great networker and an experienced proposal writer and grant manager. You bring along a strong network in the development sector and preferably also with the Dutch Ministry of Foreign Affairs. You have excellent collaborative and communication skills and solid analytical and problem-solving skills. You are creative, innovative and result-oriented and passionate about making a difference for children and youth.

In addition, you have:

- A Master's Degree or equivalent in a relevant field, e.g. International Development.
- A minimum of four years' experience in institutional fundraising, proposal development and grant management in such fields as education, girls' empowerment, health and child protection;
- A track record of developing institutional partnerships and raising institutional funds;
- Fluency in spoken and written Dutch and English. Command of French is an advantage.

WHAT WE OFFER:

We offer an opportunity to work with a very motivated, ambitious and collaborative team at national and global level and a job where you have the ability to make things happen and with opportunities for personal development. The contract is a year contract with the intent to renew.

The position is preferably filled full time, but could also be a part-time (0.8 FTE) appointment. We offer a competitive salary and benefits package including a good pension scheme, traveling and telephone costs reimbursement, laptop, and financial contribution for setting up a home workplace.

HOW TO APPLY:

If you think this position is a great match, we'd love to hear from you. Please send your CV and letter in English



to marije.dippel@righttoplay.nl, stating 'Institutional Manager' in the email subject line. Shortlisting of applicants will begin immediately.

The values that are foundational to our work are: accept everyone, make things happen, display courage, demonstrate care and be playful. Right To Play provides equal employment opportunities regardless of gender, race, religion, age, ability or sexual orientation. We offer a family-friendly environment that allows for flexible work arrangements and promote a healthy work-life balance. We are a child-centered organization, which also means that 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 declaration of good behaviour (VOG) as a condition of employment.