



JOB POSTING – INSTITUTIONAL PARTNERSHIP MANAGER

Organization:	Right To Play USA
Department/Division:	United States National Office (USNO)
Work location:	New York, New York
Authorized to work in:	United States
Closing Date:	October 30, 2020

BACKGROUND:

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.

The United States National Office is located in New York City. Our NYC office is responsible for building partnerships and raising funds within the US to make our work possible in Right To Play countries of operation.

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.

JOB SUMMARY:

We are seeking a dynamic, creative, results-oriented individual to build on its US based partnerships. The Institutional Partnership Manager will have a proven track record of growing organizational capacity through institutional funding and will be adept at institutional strategy formulation, donor cultivation and management, and grant writing. The Institutional Partnership Manager will support and eventually lead a portfolio of prospective and current donors/partners in the USA.

Reporting to and working in close cooperation with the US National Director and the Global Partnerships team, this role requires a high level of collaboration in a matrixed environment that will support the development of engagement strategies for prospective partnerships, set revenue goals and raise new funds from institutional donors in support for RTP programs.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Research and Donor Prospecting (35% of Time):

- Identify and cultivate new funding opportunities with institutional donors that are compatible with RTPs mission, strategic objectives, and yearly goals.
 - Develop donor outreach strategies collaboratively with country program and global partnerships teams, in line with the RTPs global priorities.
 - Stay up to date on latest trends in partnership development across non-profit and private sectors.
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Job Responsibility #2: Proposal Development (20% of Time):

- Identify projects to be proposed in line with Right To Play global strategy and country programmatic priorities, according to donor requirements and interest.
 - Coordinate the development and submission of compelling grant proposals and LOIs working together with global leadership and country offices.
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Job Responsibility #3: Grant Management and Reporting (25% of Time):

- Track grant submissions and donor engagement using RTPs's suite of software.
- Prepare quality and timely narrative and financial reports according to donor expectations and requirements with support from the Country Offices and Global Partnerships team.
- Support Country Office staff to achieve successful compliance with donor agreements.

Job Responsibility #4: Relationship Management/Stewardship (10% of Time):

- Build and manage ongoing relationships with grantors and oversee reporting for grant deliverables.
- Support the USNO in maintaining excellent relationship management, and progressively be responsible for stewarding your own portfolio of partners/donors.
- Participate as a proactive member of the development team, supporting the delivery of global objectives and supporting fellow team members and country offices.

Job Responsibility #5: Contribute to the Success of the Overall USNO Team Strategy (10% of Time):

- Provide administrative support and other duties as needed for US National Director and Director of Development; Prepare meetings with potential partners/donors.
- Support networking opportunities such as identifying, preparing and attending relevant networks, conferences and working groups.

EDUCATION/TRAINING/CERTIFICATION:

Required (must have):

- Undergraduate degree OR comparable combination of education and lived experience

Desired (asset):



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

- Master's degree in related field.
- Proficiency in a second language, preferably French

EXPERIENCE:

- 3-5 years of institutional fundraising experience, working at an international organization.
- Experience coordinating and managing projects within complex, cross-functional organizations/teams.
- Experience living/working internationally preferable; Willingness and ability to travel

COMPETENCIES / PERSONAL ATTRIBUTES:

- Commitment and passion for Right To Play's mission and vision
- Self-motivated and able to work independently with minimal supervision.
- Flexible and able to adapt to a changing environment.

KNOWLEDGE/SKILLS:

- Excellent written and oral communication skills; experience in coordinating and developing quality proposals and reports for major donors.
- Knowledge preferred of using database systems such as Microsoft CRM or Raisers Edge.
- Demonstrated ability to manage multiple projects and deadlines; strong attention to detail
- Excellent relationship management and interpersonal skills
- Ability to communicate with diverse stakeholders effectively

LANGUAGES:

- Fluency in spoken and written English.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. We offer a competitive salary and benefits package including paid medical, dental, and vision insurance as well as a 4013b plan, paid holidays, vacation, sick, and parental leave. We also offer flexible work policy (e.g. work from home and flex hours) and summer/winter hours.

Target Start Date: Immediate

Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, kindly apply [here](#). Please indicate your salary expectations in the cover letter.



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. 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 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 police record check and vulnerable sector screening as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

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