



## **JOB POSTING – MANAGER, GLOBAL PARTNERSHIPS**

<b>Closing Date:</b>	Closed when position is filled
<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Global Partnerships
<b>Work location:</b>	Toronto, Canada or London, UK
<b>Authorized to work in:</b>	Canada or UK (ability to work legally without requiring sponsorship)
<b>Target Hiring Zone:</b>	\$70,000 - \$80,000 (CAD) per annum

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### **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.

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:**

The Manager, Global Partnerships is responsible for ensuring quality grant management, implementation and compliance for a portfolio of grants and partnerships of high strategic value. The Manager will support grant management, relationship management and stewardship while coordinating partnership growth strategies and proposal development for a selection of donors.

Reporting to the Vice-President, Global Partnerships and working in close cooperation with the rest of the Global Partnerships team, the Global Program Unit, Program Finance, Communications and Country Offices, this role requires a high level of collaboration and coordination.



The position may be based in Toronto, Ontario or London, United Kingdom; however, extensive travel locally and internationally (up to 15%) is required. Given the impact of COVID-19, travel requirements may potentially change.

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#### **PRIMARY RESPONSIBILITIES:**

##### **Job Responsibility #1: Donor Compliance (35% of Time):**

- Manage the overall grant management and stewardship for an identified portfolio of complex and high value grants.
  - Lead multi-functional project teams to achieve successful compliance with donor agreements.
  - Provide direct and indirect support to Country Office and Global Office staff in understanding compliance requirements and donor stewardship best practices.
  - Support Country Office staff to achieve successful compliance with donor agreements, most notably the development and submission of planning documents, top quality narrative and financial reports in a timely manner. This can include in-country support for report writing as needed.
  - Provide thorough documentation on the proposal and contracting/agreement requirements; lead and/or support in the negotiation of agreements.
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##### **Job Responsibility #2: Program Management and Coordination (35% of Time):**

- Ensure the development and finalization of a number of different program management and planning initiatives, most notably semi-annual and annual reporting, annual work planning, program finance and donor agreement management, and work processes and systems efforts, including the revision and development of program management tools to improve the efficiency and effectiveness of programming.
  - Support the coordination and development of program and project communication/stewardship materials.
  - Coordinate program planning and implementation oversight for projects in portfolio in collaboration with Monitoring, Evaluation and Learning (MEL), Program Finance, Global Directors of Country Operations and the Global Program Development teams.
  - Based on the identification of needs, coordinate and participate in planning and support visits to relevant countries.
  - Ensure the promotion of best practices and lessons learnt by documenting successes and areas of improvement.
  - Communicate and document project successes and lessons learnt and share externally and internally.
  - Coordinate Project Steering Committee meetings for projects in portfolio
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##### **Job Responsibility #3: Proposal Development, Relationship Management and Stewardship (30% of Time):**

- Support the development of technical proposals and concept papers, including building and managing a proposal development team, when necessary; engaging consultants; identifying and managing partners.

- Support the smooth transition of newly funded projects from proposal to implementation, working in close collaboration with country office teams.
  - Lead the development of a relationship and stewardship strategy for select group of donors.
  - Represent Right To Play at external events or meetings that are deemed useful for strengthening relationships with existing funders or implementing partners.
  - Maintain regular, respectful communication with key donors in portfolio, creating a strong positive image of the organization and its work.
  - Occasionally identify and pursue opportunities to build and strengthen partnerships and alliances that are mutually advantageous and support the strategic interests of RTP both nationally and internationally.
  - As needed, lead partnerships and collaborative activities between RTP and other organizations, governments, donors and partners.
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#### **EDUCATION/TRAINING/CERTIFICATION:**

- University degree in a related field (e.g. International Development, Public Policy/Administration)

#### **EXPERIENCE:**

- 5-7 years professional experience in grant management, program management, compliance and donor management in an INGO, particularly with grants and programs focused on education
- 5-7 years' experience in and good understanding of the grant management cycle, logical frameworks, budget monitoring and experience of working with major institutional donors, such as Global Affairs Canada, foundations and multilateral organizations
- Experience in coordinating and preparing successful proposals and reports for major donors
- Experience with working in cross-functional teams and matrix environments
- Experience working and living in a range of cultural contexts and in developing countries
- Proven track record of developing alliances and partnerships
- Demonstrated experience in building strong trust-based relationships with widely diverse people

#### **COMPETENCIES / PERSONAL ATTRIBUTES:**

- Demonstrates a high level of interpersonal and cross-cultural skills including the ability to build collaborative relationships internally and externally with sensitivity to cultural, ethnic, social and political issues.
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure, working with a wide range of stake holders
- Highly adaptable and able to work with people from various backgrounds and cultures
- Self-motivated and able to work independently with minimal supervision.
- Flexible and able to adapt to a changing environment.
- Willingness and ability to travel (sometimes on a short notice)



#### KNOWLEDGE/SKILLS:

- Solid knowledge of international development and humanitarian programming and policy
- Strong representation skills and ability to develop relationships with INGO, multilateral and government agencies
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Flexibility and ability to respond quickly to changing priorities/situations and produce results under very short deadlines.
- Excellent influencing, negotiation, coaching, diplomacy and engagement skills
- Excellent communication skills (written and oral), interpersonal, public relations and report writing skills.
- Good analysis, problem solving and project management skills
- Ability to maintain composure whilst dealing with competing priorities and stakeholders

#### LANGUAGES:

- Bilingualism (fluency in spoken and written English and French) is preferred.

#### WHO YOU ARE:

You are a highly collaborative relationship builder with a passion for humanitarian work and programming. You have been extensively involved in donor management, grant management and compliance monitoring and you are able to lead others through related activities. Your attention to detail is great and you have a positive, follow-through mindset. You are focused on strategically positioning Right To Play as a partner of choice for our donors

#### WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care & be playful**). In addition, we offer a competitive salary and benefits package, including group RRSP plan with 3% matching contributions, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours

**Target Start Date:** November/December 2020

**Contract Duration:** Permanent/Full-time

#### HOW TO APPLY:

If you are interested in applying for this position, please click [here](#) to upload your resume and 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](mailto:careers@righttoplay.com)

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