



VACANCY

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| POSITION: | Institutional Partnership and Account ¹ Manager |
| UNIT: | International Programmes and Advocacy – Business Development Department |
| PLACE OF WORK: | Save the Children Italia (Roma) with overseas travel where required |
| LINE MANAGER/REFERENT: | Business Development Head of Department |
| CONTRACT TYPE: | co.co.co |
| SALARY GROSS | <i>Range between Euro 30.000 and Euro 32.000</i> |
| CSP LEVEL | 1 |

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES:

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

¹ The term "Account system" in Save the Children is related to an internal coordination mechanism to be aligned and allocate opportunities from Institutional Donors

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

JOB PURPOSE

As a senior member of the Business Development Department, the Institutional Partnership and Account Manager plays an important role in delivering Save the Children Italy's institutional fundraising strategy for International Programs. With the objective of increasing the strategic positioning and the institutional funding share of SC Italy International programs, the Institutional Partnership and Account Manager will have a specific responsibility for the following key areas:

- Development and management of strategic relationship with Home Donors and International Institutional Donors;
- Strengthening of SC Italy's positioning within SCA account management system;
- Increasing SC Italy's Institutional Funding Portfolio in line with the Strategy of the Business Development Department;
- Coordination and Management of the Donors Accounts for which SC Italy is Account Manager or Sub-account Manager

RESPONSIBILITIES:

General Management

- Support the development and implementation of the strategy of the Institutional Partnership (IP), and the achievement of the IP quantitative and qualitative goals in coordination with the areas of Portfolio Management, Thematic Development and International Advocacy
- Participates in relevant external and internal meetings / working groups / forums as senior representative of SC Italy as needed.
- Supervise and coordinate the work of the Account Management Officers
- Contribute to design and deliver workshops/ other capacity building initiatives to develop knowledge and confidence of colleagues working with the different accounts.

Engagement

- Ensure that a SCIT Donor Engagement Strategy is developed for each Account for which SC Italy is Account Manager or Sub-Account Manager (this should include knowledge of the donor, mapping current relationships and global funding portfolio, and agreeing how to maximise existing, untapped and future opportunities).
- Ensure engagement plans are in place and properly monitored according to the Institutional Partnership Engagement Work Plan
- Ensure and organize annual official meetings with key Institutional Donors at HQ level

Account Management

- Responsible to guarantee the management of the Accounts of the donors for which SC Italy is Account Manager or Sub-account Manager (currently EuropeAid, ECHO, IOM, IFAD, MAECI) with the support of the Account Management Officers.

“Account Management” includes:

- Contributing to the designs of account procedures and lead the design process for the Accounts for which SCIT is Account Manager.
- Coordination with all the other SC members of the account to ensure the achievements of the goals of the account and represent SCIT in Account Meetings (F2F and skype calls)
- Representing SCIT in negotiations on allocation of “Country Lead” and “Interested Members” status and specific funding opportunities (especially concerning EU and UN accounts)
- Development and implementation of Country’s engagement plans supported by and in coordination with the areas of Portfolio Management, Thematic Development and International Advocacy.
- Developing relations with Institutional Donors at HQs level ensuring representation to meetings as appropriate.
- Facilitation and support relationship with Institutional Donors at field level together with SCI Regional and Country Offices
- Monitoring calls for proposals, other funding opportunities and share relevant information, ensuring SC Italy capitalizes on all available funding opportunities from the donor.
- Provision of track records of progress against the relevant KPIs for the account in coordination with the Proposal Development Team Coordinator and Grant Manager.

Coordination with other areas

- Coordinate with the other SC Italy departments to ensure proper share of information as SC Italy Reference Person in the Account system framework Collaborate with team members to develop and embed SC account management approach and maximize the benefit of the team’s work to the organization.

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- University degree in political science, international cooperation, law or related subject.
- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies
- Good command of spoken and written English

EXPERIENCE AND QUALIFICATION

- 8 to 10 years of experience in programme management especially focusing on engaging and building Institutional Partnerships with key relevant donors
- Good knowledge of major institutional donors (e.g. Italian MoFA, EC, ECHO, UN Agencies) ways of working and guidelines
- Very good communication skills in order to communicating with a range of Institutional Donors and with staff across the organisation, other SC members, and organisations/individuals partner NGOs
- Experience in managing people and facilitate processes Skills and Behaviours (our Values in Practise):

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency.
- Always acts in the best interests of children.

PERSONAL SKILLS AND OTHERS:

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children.
- Sensitivity/appreciation of diversity and ability to derive added-value from it.
- Proven ability of team working.
- Self motivated, flexible and proactive.
- Good analytical skills with the ability to identify key points from complex material or information.
- Good networking and facilitation skills