

Job Description:	Donor Partnership Manager	Responsible to:	TBC (sits within the Donor Partnership team)
No. of direct reports:	None	Location:	Washington
Job Purpose: Working within the Global Donor Partnership Team, provide lead donor specialism on a range of North America based bi-lateral and multi-lateral agencies and foundations for VSO worldwide; providing donor intelligence and landscape mapping to enable VSO to position itself for and secure new business opportunities to grow VSO's global programme portfolio; provide high quality technical compliance support across the programme cycle (from pre-positioning and bid development to grant implementation and close out).			

<p>Responsibilities:</p> <p>Funding strategy and donor intelligence</p> <ul style="list-style-type: none"> • Ensure ongoing analysis of major North America based bi-lateral and multi-lateral Institutions (including USAID & other USG Agencies, GAC, UN, WB) and global foundations (Gates, Mastercard, Rockefeller, etc) • Analysis of funding landscape and new business trends, and provision of advance intelligence so that VSO can continually position itself for high value, high impact opportunities • Research new funding opportunities and provide clear analysis of opportunities and appropriate approaches to secure new funding sources; • Advise on global and in-country engagement strategies to enable VSO to influence partner strategies as they develop • Provide specific donor analysis to multiple levels of VSO's global programme including globally (through core programme areas) and at national level (through funding plans) to contribute to robust, ongoing donor mapping and strategic partner engagement <p>Pre-positioning and partnering</p> <ul style="list-style-type: none"> • Provide comprehensive mapping of sector focus areas for priority donors, their funding priorities and VSO's eligibility and position to approach them; • Provide guidance and input on capture plans for priority bids. • Build and maintain relationships with key contacts at donor agencies and top contractors where the opportunity exists and support other VSO staff develop their appropriate donor engagement strategies • Negotiate global MoUs with top strategic partners (generally) and teaming agreements for specific opportunities (if global or multi-country) – that will help unlock or position VSO for funding from these donors <p>Bid analysis and development</p> <ul style="list-style-type: none"> • Support VSO colleagues to review and assess donor opportunities by providing funding briefings on individual opportunities (and updating as appropriate); • Create internal bid matrix to facilitate internal bid / no bid decisions around key eligibility and competitiveness criteria; • Act as a member of VSO bid teams to ensure donor expectations, interests and requirements are properly considered; review & evaluate bids prior to submission to ensure donor compliance. • When required, act as proposal writer, proposal lead or donor reviewer for specific bids <p>Contract Compliance</p> <ul style="list-style-type: none"> • Provide technical expertise to support grant management and implementation in line with award agreement terms and conditions including; start-up workshops, quality assurance on key deliverables such as workplans, budgets, M&E plans, reports, , evaluations etc and donor engagement, i.e. funding amendments 	<p>Skills Required:</p> <p>Essential</p> <ul style="list-style-type: none"> • Excellent knowledge of a range of north America based bi-lateral and multi-lateral donors (inc. USAID, GAC, WB, UN, Nordics, etc) and global foundations (including Gates, etc), their priorities and ways of working • Proven ability to research new opportunities and provide analysis and recommendations including tracking and analysis of funding rules, requirements and positioning • Proven success in accessing high value funding – including grants and procurement contracts • Demonstrable experience of relationship building including ability to take the initiative in seeking and following up on prospects • Experience of negotiating with international implementing partners in consortia in response to funding calls • Able to analyse, prioritise and strategize donor information, feeding back on proposals, and advising/reporting to senior staff • Able to influence and convince colleagues on how/when to approach relevant donors • Excellent communication and presentation skills; experience in developing and delivering training and workshops • Excellent organisation skills and strong ability to effectively operate under high pressure environments and to tight deadlines • Solid technical knowledge of either health, education or livelihoods programming. <p>Qualifications</p> <ul style="list-style-type: none"> • Relevant post-graduate qualification or its equivalent • A minimum of 5 years business development/ proposal development (for European bilateral donors) experience in a development context • Experience of living and working internationally required • Fluency in English (written and spoken). • Ability and willingness to travel regularly – up to 25% of time
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- Provide technical assistance as required on donor rules & regulations, (e.g. clarify rules governing donors procurement)
- Provide and maintain standard supporting materials (audits, project references, policies, funder registration info, etc.) as required by donor

Other

- Encourage organisational knowledge and resource sharing; support capacity building and training of country office teams and local partners in specific donor engagement plans, procedures, rules and requirements,
- Work directly with global business development and programme teams to write high quality proposals to other donor opportunities; support others to do so with technical knowledge/organizational learning/backstopping capacity, as needed and requested