

**Terms of Reference (TOR)
Partnerships Officer, NOA, South Africa
Temporary Appointment (TA)**

Duty Station: Pretoria, South Africa

Reporting to: Partnerships Officer

Contract Period: Period of 364 days, one-year.

Background

UNICEF promotes the rights and wellbeing of every child; in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere. Through the Communication and Partnerships section, UNICEF South Africa works to strengthen advocacy and fundraising to achieve its programme priorities and improve the lives of the most disadvantaged children.

The Partnerships team is responsible for establishing and maintaining strong relationships with external stakeholders, working collaboratively to generate income from individual donors, corporates and foundations. The team also works closely with National Committees abroad and UNICEF's Private Fundraising and Partnerships Division to drive income growth for the South Africa Country Office.

In this position, the National Partnerships Officer will play a leading role in prospecting potential partners, onboarding incoming partners and developing that the national partnerships pipeline. Furthermore, the Partnerships Officer will serve as the key account manager for active partners and will coordinate the management of these relationships with relevant internal stakeholders, Regional Office and National Committees. This will require strong organizational and operational expertise, coupled with the ability to demonstrate tactical execution and apply strategic thinking.

Key responsibilities of the Partnerships Officer will be as follows:

Coordination and Communication

- Collaborate closely with the programme sections to develop compelling and successful project proposals directed at partners and supporters with complementary interests and priorities
- Interface with the principal contacts and program managers in National Committees and partner organizations to ensure that proposals, reports, and submissions are managed timeously
- Collect, coordinate and distribute information and updates across relevant internal and external stakeholder channels to provide account details and up-to-date accounts of relationship status
- Arrange monthly calls with Regional Office on local pipeline management, advancing areas of collaboration and strategic
- Field travel and travel for partner meetings and engagements will also be necessary according to COVID-19 safety measures.

Reporting, Data Management and Governance

- Record and manage all donor interactions and engagements on UNISON, including record of proposals submitted and active leads being managed
- Assist in the development and of contracts, MOUs and partner agreements governing the partnership terms between SACO and external partners

Account Management

- Develop a deep understanding of partner strategies and priorities, identifying key linkages with UNICEF programmes and campaigns
- Arrange quarterly check-in calls with active partners and supporters, ensuring continuous alignment of expectations and providing feedback on key deliverables
- Actively mobilize partners and supporters to activate omni-channel giving options
- Continuously seek out ways to improve the partner journey and the individual giving experience
- Lead the day-to-day execution of fundraising engagements and events

Critical Skills and Experience Required

- Proven track record of building and maintaining long term relationships
- Experience in the creation of proposals, annual plans and budgets
- Experience managing multi-stakeholder relationships and coordinating information across internal (inside the organisation) and external (external to the organisation) stakeholders
- Proven experience in organizing, facilitating and managing meetings and events
- Strong personal and group presentation and communication skills
- Ability to conduct research and sound policy and business analysis
- Skill in the identification and establishment of new partnership and fundraising opportunities
- Ability to reconcile or match the needs of the organization with those of the account
- Good negotiation skills with experience across different cultures and educational backgrounds
- Proven ability to write, draft, and edit letters, proposals, appeals, reports, acknowledgements, briefings, and donor correspondence for external supporters
- Proven ability to deal with multiple tasks in a service-oriented manner with tight deadlines
- Proficiency in the use of CRM software for the management of donor accounts and donor data
- Familiarity with engaging philanthropic institutions and family foundations is highly preferred

Key Competencies

- Building Trust – Delivers against objectives while working collaboratively across teams.
- Strategy and Execution – Creates a shared vision with accounts that includes the preparation of plans, budgets and activities that support these goals.
- Negotiation and Diplomacy – Addresses conflict and creates open, trusting relationships.
- Planning and Organizing – Accurately records details and timeously executes tasks.
- Stakeholder Management - Client focused, happy to help, flexible attitude.

Qualifications

Education

- Bachelor's degree is required in one of the following fields: international relations, political science, communications and marketing, international development, business science or another relevant technical field.
- Bachelors in any of the fields mentioned above (+4 years' experience) or advanced university degree (+3 years' experience) will be an advantage.

Experience

- A minimum of 1 years of professional relevant experience in one or more of the following areas is an: public affairs, private sector partnership, stakeholder management, programme management, resource mobilization, fundraising and/or external relations.
- Two years in client facing and/or account management function strongly preferred.

- Background with an NGO or an international organization desirable.

Language Proficiency

- Excellent knowledge of written and spoken English, working knowledge of other UN language a plus.
- Knowledge of any other national languages in South Africa is an asset.