CAREER OPPORTUNITY

SOS Children's Villages Kenya is an affiliate of SOS CV- International whose mission is to build families for children in need, help them shape their own futures and share in the development of their communities. In Kenya, the organisation runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru and Kisumu. SOS Children's Villages Kenya also runs education and health institutions and works with local communities through Families Strengthening Programs.

We seek to recruit a suitably qualified person for the following position:

**Institutional Partnership Development Manager - National Office Nairobi.**

**Key Functions of the Job**

The Institutional Partnership Development Manager supports and leads the Member Association in the development and management of funding partnerships with institutional donors, in order to significantly diversify and increase the financial resources available for national programs. S/he works with the Director of National Programmes & Quality, the National Director and the Program Team to mobilize institutional funding for SOS CV Kenya. S/he develops and implements institutional partnership strategies, concept papers, proposals and other grant application documents and is a key contributor to the growth of the funding portfolio as well as day to day donor relationship management with bilateral donors, international organizations, governmental institutions, embassies and any other concerned national or international organizations.

S/he will undertake various duties which include but not limited to:

**Fundraising and Donor Liaison**

- Identify institutional partnership opportunities at the national/ local level (from bilateral, multilateral, international organizations and embassies and foundations)
- Develop a comprehensive database of potential donors and update the same regularly to ensure clear potential funding opportunities for SOS CV Kenya based on thorough research and intelligence gathering
- Write concept notes, and proposals and related applications for both grants and contracts under the strategic guidance of the DNP&Q. This includes background research, stakeholder analysis, data collection & analysis, consultation processes, development of narrative, development of budget and production all associated documents to a high standard in accordance with donor requirements
- Coordinate and facilitate consortia formation and proposal development processes externally, with consortia and / or local implementing partners
• Coordinate capacity assessments of potential local partners to be included in proposals.
• Develop MOUs, pre-teaming agreements or other required documentation in relation to consortium formation and partnership development.
• Work with the DNP&Q, to serve as the link between SOS CV Kenya and donors especially in management of institutional funding contracts. Ensure regular communication with the SOS CV international and regional offices.

**Donor Contract Management**

• Prepare and submit IPD monthly updates and quarterly reports to the DNP&Q and IOR.
• Coordinate, monitor and assess the quality of donor reporting making sure that donor requirements are met during the project implementation, monitoring and evaluation and phase/close out.
• Responsible for Donor Contract Management (DCM) of institutional (restricted) grants, including contract preparation, development of consortium agreements, teaming agreements compliance with donor requirements, submission of reports.
• Develop and maintain workspaces in the organization’s Grant management Tracking System for management of institutional contracts.
• Ensure all funding files, (electronic, system and paper) are complete and kept up to date.
• Undertake routine donor contract administration for country programmes including maintenance of records on donor contracts.
• Establish a close working relationship with the Finance, Communication and Program Departments and provide advice to ensure synergy in donor budgeting, contract management and reporting.

**Strategy, Capacity Building**

• Develop and implement an institutional fundraising and partnership strategy in line with the needs of SOS Children’s Villages Kenya and ensure this is infused within the global IPD Strategy 2.0 and national plans.
• Ensure Senior Management are appraised of all strategic opportunities, challenges and risks in relation to potential funding opportunities, including grants and contracts.
• Analyze the funding environment vis-à-vis SOS CV Kenya’s plans and priorities, mapping key donors and identifying trends in funding and implications for SOS CV Kenya; Review and implement the recommendations of the donor market survey.
• Train and support relevant staff in Project Cycle Management and Logical Framework Approach among other models and approaches.
• Build fundraising capacity within the programme team, by training staff on funding policies donor relations, reporting, contract management, etc.
• Document learning on the implementation of donor-funded grants and contracts, in order to improve understanding of donor requirements and to improve SOS CV Kenya’s performance.

**Partnership Development and Networking**

• Establish and maintain regular contact with donors by organizing donor roundtables, face to face meetings, attending donor forums.
- Supporting the DNP & Q, ND and programme team to develop new and existing relationships with key donors and potential consortia partners.
- Negotiate collaboration with partner institutions and government departments in support of SOS CV Kenya subject to approval from DNP&Q
- Assess and where possible develop partnerships and consortia with other like-minded organizations for purposes of bidding for large donor projects.
- Represent SOS CV Kenya in sector level meetings (development and humanitarian/emergency) and other networking forums and use this to aggressively develop funding partnerships
- Participate in regional IPD networking and training forums and contribute to development of new IPD strategies to improve practice
- Developing material to help promote SOS CV Kenya amongst potential donors, partners and key Government representatives, including briefings, capacity statements and presentations
- Work closely with the GSC in ESAF and IO in order to ensure coordinated contact with donors

**Required Qualifications/Abilities**

- Minimum Bachelor and preferably Master Degree in the Social Science (Social work, psychology, social – pedagogy, community development or economics) and, additionally, a project management qualification.
- Minimum seven (7) years working experience in the field of Project Management
- S/he should have 4-7 years extensive experience in planning, securing and managing funds from institutional donors as well as a thorough understanding of development programming.
- Experience in social science research; the candidate should have extensive experience conducting assessments, evaluations etc.
- A thorough understanding of DCM, PCM and training approaches is required.

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application letter (stating current and expected pay) & updated CV (with details of at least 3 referees one of which must be immediate former employer) addressed to the National Director to reach us on or before **31st July 2019** by email to: recruitment@soskenya.org Only short listed candidates will be contacted.

*SOS Children’s Villages Kenya is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.*