



We help to strengthen resilience of vulnerable people exposed to hazards and crisis situations and we respond to disasters and conflicts to save lives and alleviate suffering. In the Netherlands we work together with more than thirty thousand volunteers and internationally we provide technical assistance, supplies and funds. We act before, during and after disasters to meet the needs and improve the lives of vulnerable people.

We do this without regards to nationality, race, religious beliefs, class or political opinion. Our seven principles guide our humanitarian work: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

The International Assistance division is responsible for all Netherlands Red Cross international support for victims of disasters and conflicts and for vulnerable people exposed to hazards.

The International Assistance division has opened a vacancy for a:

Program Development and Institutional Partnerships Coordinator
(The Hague, 40 hours p/w)



Purpose of the position:

As Program Development and Institutional Partnerships Coordinator (PDC) you are responsible for coordinating institutional financing streams of NLRC-supported international programmes. This is done by managing institutional donor relations and supporting the development of needs based projects and programs. The PDC collaborates closely with the marketing and fundraising department, technical thematic advisors, the pme-team, program managers and other international staff. The PDC is based in The Hague and operates from the Business Development & Advisory (BD&A) Unit, with a direct report to the Unit Lead. As PDC you coach and supervise a program development and institutional partnerships officer.

Background

The business development and advisory unit serves the mission of the Netherlands Red Cross through:

- supporting projects through provision of thematic expertise including WASH, health, and resilience;
- coordination of programme development and management of institutional relations;
- supporting the projects through planning, monitoring and evaluation;
- development of innovative solutions and partnerships.

From the BD&A Unit you will work with the four other Units within the International Assistance division. The Disaster Response Unit, Programme Management Unit, the Programmatic Partnership Unit and the Strategic Partnership Units.

Responsibilities

- Contribute to developing longer-term engagement, enhanced planning, decision making and investments for potential institutional funding opportunities, including large-scale opportunities that require Movement-wide collaboration;
- Develop institutional funding strategy around specific geographical contexts and thematic areas, outlining a way forward addressing institutional donor policies and objectives;
- Coordinate proposal and program development trajectories;
- Coordinate knowledge management on institutional donor requirements, and review proposals on consistency, completeness, presentation, relevance to the donor and on compliance with the donor's demands;
- Support establishing mechanisms and working modalities related to consortia when working with institutional donors and identify what capacity and systems are needed to effectively develop the relation;
- Support the teams in seeking opportunities for continuation of current programmes through institutional funding;



- In close cooperation with other units, partner National Societies (NS's), IFRC and the RC EU Office, ensure appropriate investment in effective relationship management with relevant institutional donors;
- Liaise with Marketing & Fundraising division and Movement partners to support leverage of domestic and private income including corporate donor relations;

Profile candidate

Qualifications

University degree in relevant field. (Could be Business Administration, Development Studies, Political Science, International Affairs etc.)

Skills and experience

- At least 7 years of professional experience in institutional relations and program development;
- At least 4 years field based experience in the sub-Saharan Africa and/or Asia context;
- Proven track record in institutional resource mobilization and institutional relations with partners such as EU, DEVCO and ECHO;
- You can apply and facilitate teams in different planning methodologies and tools, such as Logical Framework Approach, Theory of Change, Outcome Mapping;
You have applicable knowledge of institutional donor proposal and budgeting formats;
- Excellent coordination skills, with results-focus and ability to meet deadlines. This includes experience of managing portfolios that brings together multiple external partners with differing roles and approaches
- Excellent inter-personal skills and ability to establish and maintain effective partnerships and working relations in different cultural and organizational settings;
- Demonstrated ability to guide and engage others through different technique, including face to face and from a distance;
- Experience in capacity building in resource mobilization is an advantage;
- Preferred experience in multi- country proposal coordination;
- Excellent command of the English language and good command of Dutch;
- Command of French is an asset;
- Excellent conceptualization, critical thinking, (written & verbal) communication skills, and interpersonal skills

Competencies

- Result-oriented, Persistent, Good eye for detail, Creating support, Cooperation, Engaging, Analysing and forming opinions, Helicopter view, Adaptability

Our offer:

A flexible, human centered working environment with space for initiative and development.

Remuneration: the salary scale level is set at scale 12 as mentioned in the CAO, depending on education level and experience. (min. € 3.581,35 until max. € 4.778,76 gross per month on the basis of full time employment).

Applications:

Please send your resume in English and letter of motivation with reference: before 15 September to Suzette de Ferrante or Marjolein Wiersum via info@dunixinternational.com

An assessment will be part of the selection procedure.

For more information of the work of the Netherlands Red Cross please go to www.rodekruis.nl and www.rodekruis.tv. NLRC on Facebook: [Facebook.com/rodekruis](https://www.facebook.com/rodekruis) and Twitter: [Twitter.com/rodekr](https://twitter.com/rodekr)