



Job Description

Institutional Partnerships Manager



Organization Overview

Tostan's mission is to empower communities to develop and achieve their vision for the future and inspire large-scale movements leading to dignity for all. Tostan is a 501(c)(3) nonprofit organization headquartered in Dakar, Senegal and operating in five West African countries.

Tostan's flagship model, the three-year Community Empowerment Program (CEP), has already reached thousands of communities in both West and East Africa since 1991. Impacts that change lives are in areas such as education, health, economic empowerment, governance and the environment; Tostan has been particularly proud to play a significant role in the large-scale empowerment of women and girls and the community-led abandonment of harmful practices such as female genital cutting and child marriage.

Strategically, the organization is committed to continuing to develop its core competency of empowering education and to documenting and scaling the sustainable impact it creates across a range of issues. The organization is currently engaged in a strategic planning process that will shape the organization's strategic scale from 2023-2030.

Role Overview

This exciting role will join a dedicated Partnerships team poised to help deliver Tostan's ambitious 2023-2030 strategy. The role will work closely with a range of important funding accounts, requiring frequent and confident engagement with external stakeholders. The role will also proactively and creatively scope new opportunities for funded partnerships, and will work internally across multiple Tostan teams to ensure processes are effective.

Position Summary

The Institutional Partnerships Manager will be a creative, proactive, and highly motivated collaborator, keen to build new relationships and strengthen existing ones. They will be inspired by Tostan's ambitious new strategy, and will see opportunities across the funder landscape to strengthen and diversify Tostan's income base.

As a manager within a team that is partially remote, the Institutional Partnerships Manager will be able to connect quickly and meaningfully with colleagues from a range of different cultural and professional backgrounds, and will be able to adhere within formal organizational structures as well as work flexibly and creatively when needed.

The Institutional Partnerships Manager will sit at the intersection of creativity and practicality - the position will require "big picture thinking" when supporting strategic priorities, as well as an eye for detail and process when dealing with grant conditions, reporting, and donor requirements.

This role is a member of the Partnerships Team, reporting to the Head of Institutional Partnerships. This role will collaborate closely with partnerships, programs, and finance colleagues, alongside the broader Senior Leadership at Tostan International and National Coordinators.

Key Responsibilities

Development of Institutional Partnerships

- Support the success of the institutional resource development strategy to contribute to Tostan's strategic priorities. This includes a focus on both raising and maintaining institutional funded partnerships, to meet the needs of the 2023 – 2030 strategic plan.
- Manage a range of key accounts, including large funded partnerships. This includes both proper management and adherence to grant conditions and reporting requirements, as well as proactively seeking opportunities to deepen and expand existing relationships with funding partners.
- Work proactively and creatively with the Partnerships team in Tostan more broadly to populate the fundraising pipeline with a wide range of new, diverse, and viable funding prospects.
- Support the Chief Partnerships Officer and Head of Institutional Partnerships to develop new programmatic offers by deeply understanding funder interests and priorities.
- Support the Chief Partnerships Officer, Head of Institutional Partnerships, and the Senior Leadership team with major new funding approaches to large and institutional partners, including narrative and budget development, visual resource creation, and pitch support.
- Ensure the preparation and monitoring of institutional giving budgets, and oversee information systems on donor contributions, as well as partnerships.

Reporting, Operational Systems, and Teamwork

- Develop and submit excellent narrative and financial reporting to a range of funding partners, including both foundations and institutional funders.
- Liaise closely with other teams and team members to obtain relevant and accurate project information, supporting the delivery of reporting that satisfies funder expectations.
- Serve as a core member of the Partnerships Team, liaising between the Resource Development function and other teams, particularly including Communications and GPS.
- Contribute to the advancement of opportunities for network development, external partnership, and thought leadership, within the institutional space.
- In close collaboration with the Programmes teams and Operations teams, support the advancement of efficient, effective systems and processes for engaging partners.
- Champion the uptake of efficient processes including proper data management, CRM usage (e.g. Salesforce), and workflow maintenance.
- Develop and manage processes and systems to support effective management of institutional partnerships in collaboration with other teams.

Key Qualifications

Skills, Education, and Experience

- Bachelor degree in international development or a relevant discipline, Masters level degree desirable but not essential.
- French and English fluency is required; Portuguese is an optional. knowledge of a local language in which Tostan works is welcome

- Highly proficient in both word processing and spreadsheet software, particularly Google Suite.
- Comfortable working with complex budgets and financial reporting.
- At least 4 years with experience in:
 - institutional giving and partnerships ;
 - grant writing and reporting.

Characteristics

- An inspiring professional practitioner, strategic in outlook and pragmatic in operation.
- Ability to build strong relationships with internal and external stakeholders.
- Inspiring, inclusive, resilient, highly self-motivated and detail oriented.
- Excellent communication, interpersonal, analytical and written communication skills with exceptional ability to communicate complex information in clear simple language.
- Excellent written and verbal communication skills in English and French.
- Relishes the opportunity to transfer knowledge and collaborate, championing the importance of partnerships both internally and externally.
- Proven experience of securing and managing funded partnerships particularly with large or institutional funders
- Ability to build strong working relationships, both in-person and virtually.
- Team player, comfortable in working with multiple deadlines, under pressure and in a multicultural environment.
- Believes strongly in Tostan's mission to empower communities to develop and achieve their vision for the future and inspires large scale movements leading to dignity for all.

Reporting lines

Direct Line Supervisor:

Head of Institutional Partnerships

Peer

Communication, Influence and Philanthropy colleagues within the larger Partnerships Team reporting to the Chief of Partnership Officer

Location

Thies, Senegal

How to apply:

Send your resume, cover letter, and scans of your diploma and certificate of education and training by email to hr@tostan.org.

Please send an email with "**Institutional Partnerships Manager**" quoted in the subject line. We will accept applications until December 22th, 2022. Incomplete applications will not be considered.

Tostan is an equal opportunity employer. We evaluate all applications in accordance with legal standards and without regard to race, religion, age, gender, origin or disability.