

**JOB DESCRIPTION**

<b>Job Title:</b>	US Foundations and Government Relations Manager
<b>Location:</b>	Washington DC
<b>Reporting to:</b>	US Head of Office
<b>Salary:</b>	\$71,000 gross
<b>Contract terms and hours:</b>	Part-time from 3 – 3.5 days per week
<b>Background:</b>	<p>Saferworld is an independent international organization working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation, working through partners in 10 countries across Africa, Asia and the middle East.</p> <p>Saferworld is headquartered in the UK, with affiliate offices in Washington and Brussels leading on regional advocacy activities and mobilising funding for Saferworld’s programming and global policy work.</p> <p>With a turnover of approximately US\$25m, Saferworld’s primary income stream is via statutory and institutional donors, e.g. UK, US and Swedish governments and the European Commission. 2021/22 will see us investing in the development of new income streams, so as to diversify our funding base. This includes investing in new fundraising capacity to grow our income from US donors with a focus on foundations and government sources.</p> <p>Successful candidates will demonstrate experience in identifying and establishing strategic relationships with new foundation prospects and collaborating with Saferworld global staff (programs, funding and communications) to articulate compelling proposals and propositions for the US market. This role will also coordinate submissions to and facilitate deepening engagement with key US government donors, either directly or via working in consortia arrangements.</p>
<b>Job purpose:</b>	Lead growth in income from US foundations and support growth in US government funding for the work of Saferworld US and for Saferworld’s programs around the world.
<b>Roles and responsibilities:</b>	<p><b>Foundation engagement strategies and plans</b></p> <ul style="list-style-type: none"> <li>• In consultation with colleagues across the organization and using existing research, assess present and past relationships with potential foundation donors which have good programmatic alignment with Saferworld and the potential to enter into strategic funding relationships at an organizational and/or programmatic level</li> <li>• Analyze alignment between prospective foundation donors and Saferworld’s global and US strategic priorities</li> <li>• Work with, and mobilise support from, colleagues across the organization (London, Washington, country programs and the US management and Board) to implement effective US foundation donor engagement strategies</li> <li>• Develop propositions and materials for the promotion of Saferworld’s work to key foundation donors</li> <li>• Manage information requests and organize regular meetings with the key contacts at foundations</li> <li>• Oversee the production and submission of programmatic and financial reports to foundations</li> <li>• Submit funding requests and ensure contractual compliance</li> </ul>

### **Government engagement**

- Develop and oversee implementation of a US government engagement strategy and support Saferworld colleagues across the organisation to deepen their funding relationships and engagements with key government bureaus, offices and missions at both capital and in-country levels
- Support Saferworld's efforts to position itself with potential partners on tendering opportunities and, when required, co-ordinate and participate in processes related to commercial tenders
- Facilitate US government proposal review and submission processes, ensuring that relevant documentation is kept up to date to support funding proposals
- Keep abreast of developments and trends in relevant US departments (e.g. Department of State, USAiD), recording and sharing donor intelligence, participating in relevant networks

### **Proposal development**

- Coordinate inputs from program, finance and technical colleagues to produce high quality proposals for foundations
- Identify opportunities to package thematic areas of Saferworld's work in order to generate programmatic funding from foundations
- Collaborate with relevant programmatic staff to develop compelling competency statements to share with potential partners for USAID opportunities

### **Donor reporting and stewardship**

- Where Saferworld US is accountable for grant and contract management, oversee timely submission of high quality reports and compliance with donor requirements and conditions
- When appropriate, meet with existing and potential donors and/or keep them updated on the work of Saferworld
- When appropriate, facilitate US donor virtual or face to face meetings/visits for Saferworld colleagues

### **Knowledge and information management**

- Research and disseminate information on donor trends and strategies to support US donor engagement and relationship building
- Establish processes for the collection and internal sharing of key donor intelligence
- Maintain key donor records on the funding database
- Ensure that information on key donors and contractual information related to grants is kept up-to-date and accessible on Saferworld's systems
- Develop and maintain a network of relationships with US foundation, government donors and commercial partners to enhance Saferworld's funding success
- Maintain and analyse data against key fundraising performance indicators

### **Saferworld US team tasks**

- Participate in relevant external networks
- Ensure Saferworld US' external communications, social media, website etc. are fundraising-friendly
- Support Saferworld US advocacy events and engagements, when needed
- Produce income forecasts and other relevant management information
- Participate in planning Saferworld's planning processes
- Monitor and input in to team and organisational key performance indicators

### **Key working relationships**

The post holder will manage organization-wide relationships with a portfolio of US donors and support colleagues to deepen their engagement with US donors, e.g. at the country level. Within Saferworld, the position will interact closely with the following internal teams:

- Head and Board of Saferworld US for guidance and support in the effective implementation of the role
- Saferworld's Head of Funding, Head of Program Support and UK-based fundraisers to ensure co-ordinated approaches to US donors and integration of mutual tasks into annual plans
- Saferworld's Executive Management team to support high level US donor engagement
- Communications team to maintain consistent and relevant communications with potential US donors via the website, newsletters, articles, etc., addressing and identifying any gaps
- Technical leads to elicit input on funding proposals (gender, advocacy, monitoring and evaluation)
- Country representatives to stay up-to-date on and support relevant in-country donor engagement
- Finance, Communications and other support functions to ensure production of high quality budgets and marketing products

<b>Scope and accountability</b>	
<b>Decision making and limits of authority</b>	<ul style="list-style-type: none"> <li>In consultation with Head of Saferworld US, make and follow through on decisions that support effective delivery of the role</li> </ul>
<b>Financial resources</b>	The post does not manage a budget
<b>Other resources</b>	<ul style="list-style-type: none"> <li>Input timely and accurate information on the funding database</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>No direct people management, but the ability to mobilise, support and raise awareness of colleagues to the merits of growing US foundations and government income</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>Synthesise and ensure relevant colleagues understand compliance requirements related to specific contracts, including ensuring donor/lead agency and Saferworld safeguarding and security standards are adhered to</li> </ul>
<b>Person specification</b>	
<b>Knowledge, qualifications and experience</b>	
<ul style="list-style-type: none"> <li>Relevant experience of working in the international development sector</li> <li>Substantial US foundation fundraising experience is a must and experience with US government funding is a plus</li> <li>Experience in program development processes and tools (results frameworks, theories of change, etc.)</li> <li>Solid experience of producing compelling proposals for and growing income from institutional foundations</li> </ul>	
<b>Skills and abilities</b>	
<ul style="list-style-type: none"> <li>Proven ability to work on own initiative and mobilize / manage support from colleagues</li> <li>Proactive, creative and innovative approach with high drive for results</li> <li>Flexible approach and strong team player</li> <li>Excellent interpersonal and written and verbal communication skills</li> <li>Enthusiasm to work with staff based in different countries and time zones</li> <li>Organized approach with meticulous attention to detail</li> </ul> <p>Ability to travel as required up to 25% (e.g. to visit funders within the US) and 5% (e.g. to visit in-country programs, COVID restrictions permitting)</p>	
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>A flexible and strong team player</li> <li>Strategic networker</li> <li>Pragmatic, measured and analytical in approach</li> <li>Results-oriented</li> <li>Commitment to effective relationship building and collaboration</li> <li>Commitment to and compliance with Saferworld's safeguarding principles</li> <li>Commitment to respect, equality and diversity, and understanding of how this applies to own area of work</li> <li>Commitment to own continuing personal and professional development</li> <li>Commitment to the vision, mission and values of Saferworld</li> </ul>	
<b>Other requirements</b>	
<ul style="list-style-type: none"> <li>Ability to work remotely, when required</li> <li>Experience of working in the internal peace and conflict sector desirable</li> </ul>	
<b>Application process</b>	
<p><b>To apply:</b> Download and complete an application form at <a href="http://www.saferworld.org.uk/jobs/jobs">http://www.saferworld.org.uk/jobs/jobs</a> and send to Marie Aziz at <a href="mailto:jobs@saferworld.org.uk">jobs@saferworld.org.uk</a> (Ref: USFR)</p> <p><b>Deadline for applications:</b> please apply as soon as possible - we will assess applications on a rolling basis until this post is filled.</p>	