# JOB DESCRIPTION

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| **Job Title:** | **Division:** |
| **Partnerships Manager – 12 months fixed**  |  |
| **Location:** | **Responsible to:** | **Date:** | **Rank:** |
| **Canada (Ottawa)** | This is a shared position between IPPF and Action Canada and will be based in the offices of Action Canada in Ottawa.  | **January 2018** | **4** |

1. **BACKGROUND**

The **International Planned Parenthood Federation (IPPF)** aims to improve the quality of life of individuals by providing and campaigning for sexual and reproductive health and rights (SRHR) through advocacy and services, especially for poor and vulnerable people. IPPF was formed in 1952 and today works in over 170 countries to empower the most vulnerable women, men and young people to access life-saving services and programmes and to live with dignity. What makes IPPF unique is that we are an international federation representing independent grass roots civil society organizations around which women and men voluntarily organize themselves to respond to local needs for SRHR.

**Action Canada for Sexual Health and Rights (Action Canada)** is a leading voice for SRHR in Canada and globally. On the global stage, Action Canada occupies a unique position as a trusted advocate and partner in advancing human rights related to sexuality, gender and reproduction at national, regional and international levels. Action Canada is a founding partner and coordinator of the Sexual Rights Initiative, a Global South-Global North coalition of national and regional organizations advancing sexual rights broadly defined through human rights mechanisms. Action Canada is also IPPF’s national collaborating partner in Canada.

1. **JOB PURPOSE**
* To increase the profile of and strategically position the work of IPPF and Action Canada with Global Affairs Canada (GAC).
* To increase and diversify IPPF and Action Canada’s resources from Global Affairs Canada.
1. **KEY TASKS**
* To analyse and map GAC priorities to feed into the development of a long-term resource mobilisation plan identifying available income streams that maximize country, regional and global opportunities via the Canadian government.
* To work as a key member of the Action Canada and IPPF teams to establish annual income targets and ensure that they are met and to deliver a standardised, quality approach to account management.
* To research, establish and develop extensive contacts and cultivate good working relationships with officials at GAC.
* To collaborate with relevant teams at IPPF and Action Canada to establish IPPF’s and Action Canada’s relevance as key strategic partners for the government, including civil servants.
* To research, analyse and qualify donor calls for funding applications (including tenders, and requests for proposals), and to co-create funding opportunities with GAC and other potential donors; and coordinate with the relevant contacts within IPPF and Action Canada to advance those opportunities.
* To support Action Canada, IPPF Secretariat and Member Associations’ staff in the successful delivery of fundraising and compliance submissions to GAC for core and restricted projects.
* To work in coordination with the wider Resource Mobilization teams at IPPF Central Office, the IPPF Western Hemisphere Regional Office, and Action Canada on an on-going basis.
* To build and maintain positive relationships with all members of staff, and contacts within and outside IPPF and Action Canada.
* To undertake any other reasonable duties as may be requested from time to time.
1. **RESPONSIBILITIES**

This role is expected to raise a specific level of income (in excess of CAD 4million/year) and to support directly the submission of an agreed number of donor proposals (in the range of 4-5 proposals) of which an increasing proportion is expected to be successful (30 % rising to 50%).

1. Develop funding strategy including donor and competitor analysis with clear action plan
2. Agreed level of income and donor submissions
3. Demonstrable increase in visibility

**PERSON SPECIFICATION**

1. **EDUCATION & QUALIFICATIONS**
* Degree in related subject.
* Experience in working in the SRHR field and proven track record in networking and resource mobilisation at high level.
* Sound understanding of Canadian politics and Global Affairs Canada funding structures is essential.
1. **SKILLS**
* Excellent interpersonal skills essential – professional and articulate, tact and sensitivity essential.
* Excellent written communication skills essential.
* Excellent time management skills required to meet tight deadlines essential.
* Understanding of Global Affairs Canada processes essential.
* Ability to take initiative and work autonomously essential.
* Exceptional relationship building skills.
* Strong analytical ability.
* Fluent in English and French - written and spoken essential.
1. **PERSONAL COMPETENCE**
* Awareness of and sensitivity to the multi-cultural environment in which Action Canada operates.
* Passion for the advancement of sexual and reproductive health and rights. Willing to travel internationally about 20 days a year