



**RIGHT TO PLAY**  
PROTECT. EDUCATE. EMPOWER.

## **JOB DESCRIPTION – INSTITUTIONAL PARTNERSHIPS MANAGER**

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| <b>Organization:</b>          | Right To Play USA   |
| <b>Work Location:</b>         | New York, New York  |
| <b>Work Arrangement:</b>      | Hybrid (around 2 days per week in the office, with flexibility)             |
| <b>Target Start Date:</b>     | Immediate   |
| <b>Target Hiring Range:</b>   | USD 70,000 – 80,000 per annum (commensurate with experience)                |
| <b>Authorized to work in:</b> | United States (eligible to work legally without requiring visa sponsorship) |
| <b>Contract Type:</b>         | Permanent/Full-time   |
| <b>Closing Date:</b>          | January 16, 2024 23:59 EST  |

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

The United States National Office (USNO) is located in New York City. Our NYC office is responsible for building awareness and raising resources within the US to make our work possible in Right To Play countries of operation.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ABOUT THE ROLE:**

Reporting to the National Director, USA, the Institutional Partnerships Manager will identify new potential private and corporate foundation donors and support the development of our pipeline of prospects and oversee their own portfolio - cultivating, soliciting, and stewarding donors. You will manage a portfolio of existing and new donors and will work closely with the Global Program Partnerships (GPP) unit, the Right To Play (RTP)



International country offices and program teams to match funding opportunities with the programmatic strategies and pipeline of country programs to be funded. You will support proposal development, including proposal management, proposal writing, and proposal budgeting, award management, and grant writing. You will support and eventually lead a portfolio of prospective and current donors/partners in the USA.

This role requires a high level of collaboration in a matrixed environment that will support the development of engagement strategies for prospective partnerships, set revenue goals and raise new funds from institutional donors in support for RTP programs.

Some international travel might be required.

## **WHAT YOU'LL DO:**

### **#1: Donor Prospecting, Cultivation and Relationship Management (30% of Time):**

- Work closely with the National Director to support the design, implementation, and management of a comprehensive and proactive development plan focused on expanding and enhancing private foundation and corporate foundation relationships.
- Identify, research, cultivate, and maintain relationships with foundation partners to maximize engagement and support. This includes building rapport, maintaining regular communication, and providing personalized stewardship to donors to enhance their engagement and support.
- Develop long-term partnerships and strengthen existing relationships with foundation funders that will result in funding RTP's immediate and long-term goals.
- Support a robust research, prospecting, and engagement plan to identify, cultivate, solicit and steward new corporate and foundation partnerships in the USA and in countries in which RTP operates that facilitate access to donor funding and resources.
- Leverage and build strong relationships with new corporate and foundation partners to promote RTP as a thought leader within the global development space. Promote visibility and brand recognition of RTP's programming across donor-facing platforms.
- Manage portfolio-focused donor relationships to ensure they are well-stewarded and receiving the level of attention needed to keep the relationship active and sustainable.
- Collaborate with the communications team to develop personalized communication and stewardship strategies to aid donor solicitation and cultivation.
- Possess and communicate a strong understanding of RTP's global programs.

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### **#2: Proposal and Budget Development (20% of Time):**

- Support RTP country teams to develop new project ideas, innovations, and concept notes.
  - Develop a comprehensive understanding of organizational priorities and align them with the interests and objectives of potential partners.
  - Keep project records and capability statements up-to-date.
  - Support the development of competitive and compelling requests for funding, including the production of letters of inquiry, concept papers, proposals, and grant applications, to corporate and foundation funding sources.
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**#3: Grant Management and Reporting (30% of Time):**

- Track grant submissions and donor engagement using RTP's suite of software.
- Prepare quality and timely narrative and financial reports according to donor expectations and requirements with support from the Country Offices and Global Partnerships team.
- Support Country Office staff to achieve successful compliance with donor agreements.

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**#4: Contribute to the Success of the Overall USNO Team Strategy (10% of Time):**

- Provide administrative support and other duties as needed for US National Director; Prepare meeting brief and documents for potential partners/donors.
- Support networking opportunities such as identifying, preparing and attending relevant networks, conferences and working groups.
- Offer guidance and mentorship to interns.
- Model and support RTP USA's commitment to valuing and supporting diversity, equity, inclusion, and belonging and contributing to an inclusive working environment.
- Support RTP USA's engagement in OneRTP initiatives.

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**#5: Other Tasks as Assigned (5% of Time)**

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**WHAT YOU'LL BRING (ESSENTIAL):**

**EDUCATION/TRAINING/CERTIFICATION:**

- Bachelor's Degree, preferably in International Development or other related field.

**EXPERIENCE:**

- Six years relevant professional experience including working in international development or related field
- Demonstrated experience in foundation and corporate fundraising, including success in securing grants and partnerships.
- Experience coordinating with internal teams to develop quality proposals and reports for major donors.

**COMPETENCIES / PERSONAL ATTRIBUTES:**

- Commitment and passion for Right To Play's mission and vision.
- Self-motivated and able to work independently with minimal supervision.
- Flexible and able to adapt to a changing environment.

**KNOWLEDGE/SKILLS:**

- Excellent communication and stakeholder management skills, ability to collaborate effectively with diverse internal and external teams.
- Outstanding writing and editing skills with strong attention to detail.
- Strong project management skills, ability to manage multiple projects and deadlines.
- Excellent relationship management and interpersonal skills.



- Financial budgeting skills.
- Proficient in MS Office.

#### LANGUAGES:

- Fluency in spoken and written English.

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in related field.
- Experience with corporate, foundation and public funding partnerships.
- Knowledge of using database systems such as Microsoft CRM or Raiser's Edge.

#### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community. In addition, we offer a competitive salary and benefits package including:

- Competitive benefits (e.g. medical, dental, vision insurance, 403b plan, Life and LTD plan and FSA plan)
- Paid vacation days with additional personal and sick days
- Flexible work arrangements (e.g. work from home and flex hours)
- Annual learning week
- Annual staff recognition awards
- Opportunity to engage with global colleagues
- Playful activities and events

#### HOW TO APPLY:

If you are interested, please email your application to [info\\_usa@righttoplay.com](mailto:info_usa@righttoplay.com) with ALL the following documents **by January 16, 2024 23:59 EST**. Please include "Institutional Partnerships Position" in the email title.

1. **Resume**
2. **Cover Letter**
3. **Writing sample:** Please provide one example of proposal or concept note that you were the primary author on. You're welcome to include additional information to help us understand your writing experience and abilities (e.g. context of your sample, purpose, audience, anything you're particularly proud of, as well as any relevant collaborations).

We'll keep anything you share with us confidential and they will be used for recruitment purpose only. Feel free to remove names or other details you're not comfortable sharing.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting**

**ADDRESS** 26 BROADWAY, 3<sup>RD</sup> FLOOR, NEW YORK, NY 10004 | **PHONE** +1 646 649 8280 | **WEBSITE** [RIGHTTOPLAYUSA.ORG/EN/](https://righttoplayusa.org/en/)





**of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at <https://righttoplayusa.org/en/>.