Vacancy Announcement: Partnerships & Membership Manager

Title: Partnerships & Membership Manager
Contract Type: Employee, full time
Contract Duration: Permanent
Reporting to: Partnerships & Membership Senior Manager
Start Date: As soon as possible
Location: London or Geneva - with a combination of home-based and office working (pending COVID-19 restrictions)

Application Deadline: 12 March 2021

- Are you a successful negotiator and networker with a strong track record of cultivating and managing purpose-driven and impactful multisectoral partnerships?
- Do you have a passion for global health and development, improving the lives of people everywhere, and holding governments accountable for their commitments?
- Would you like to be part of a dynamic, and impactful global NGO seeking to ensure people everywhere can enjoy a life free from preventable suffering and death due to noncommunicable diseases like cancer, diabetes, cardiovascular disease, lung disease and mental health conditions?

About the NCD Alliance

The NCD Alliance (NCDA) is a registered non-governmental organisation (NGO) based in Geneva, Switzerland, dedicated to supporting a world free from preventable suffering, disability and death caused by noncommunicable diseases (NCDs). Founded in 2009, NCDA brings together a unique network of over 290 members in more than 80 countries into a respected, united and credible global civil society movement. As a respected and united global civil society movement, NCDA also convenes a global network of national and regional NCD alliances in over 65 countries that unite the key NCD civil society organisations to drive forward advocacy on priority NCD issues, in particular with governments. As an alliance, we unite and combine the efforts of our global founding federations, members and partners on issues which together we can achieve more than any individual organisation can alone. The movement is unified by the cross-cutting nature of common risk factors including unhealthy diets, harmful use of alcohol, tobacco use, air pollution and physical inactivity, and systems challenges which contribute to chronic NCDs such as cancer, cardiovascular disease, chronic lung disease, diabetes, mental health conditions and neurological disorders.

Over the last decade, NCDA has built a reputation as a global leader in NCD advocacy and policy with a track record in delivering results and grounding global advocacy in the reality of the local experience. Building on its technical knowledge on key NCD policy issues and its global network of experts to draw from, NCDA has also developed a unique expertise in supporting national advocacy via its flagship capacity development programmes.

As a global alliance and membership-based organisation with a mission to unite and strengthen civil society to stimulate action on NCDs, engagement, coalition-building and partnerships have always been in the DNA of NCDA’s approach and work. NCDA’s vision, mission and organisational structure have strategically positioned the organisation to engage with a wide range of organisations which
share its goals. NCDA now works in partnership with 28 organisations that span multilateral agencies, governments, academia, foundations, and relevant private sector entities to further its ability to support the NCD community and drive impact on a global scale. As members of NCDA’s Supporters Group, NCDA partners have access to a range of benefits, including opportunities for coordination and engagement on global NCD issues and implementation strategies. More information about NCDA’s Supporters Group and partners can be found here.

**Job description**

We are looking for a Partnerships & Membership Manager to join our dynamic team of 20 staff located across 3 offices (Geneva, London, and New York). The Partnerships and Membership team encompasses 3.5 staff members and the Manager will report to NCDA Senior Partnerships and Membership Manager.

The Partnerships and Membership Manager will support the strategic growth of NCDA’s partnerships and membership in line with NCDA’s new strategy. The role will be responsible for managing NCDA’s strategic engagement with key partners and donors such as foundations, corporates and development agencies, overseeing the delivery of partnership work plans and key activities including via NCDA’s Supporters Group, supporting reporting and M&E processes as well as leading business development with specific sectors.

This is an excellent opportunity for candidates passionate about global health and multisectoral action to work for a respected civil society organisation and engage with a range of stakeholders such as corporates, foundations, development agencies and NGOs.

**Main duties and responsibilities**

The main responsibilities for the role are:

- Manage stakeholder relationships and strategic engagement with NCDA’s existing 26 partners, coordinate activities of the NCDA Supporters Group and business development with existing and new sectors.
- Lead and manage some of NCDA’s strategic partnerships in particular with corporates, foundations and development agencies, including by setting clear partnership benefits, managing the delivery and reporting on bilateral plans and activities, maintaining constructive relationships and proactively seeking alignment across our partnerships.
- Contribute to NCDA’s membership and partnership strategy, approach and model, including by coordinating the NCDA Board Partnerships and Membership Sub-Committee.
- Support the delivery of NCDA Supporters Group’s plans and activities, ensuring opportunities for the group to facilitate connections, share good practice and guidance on partnerships and providing platforms for knowledge exchange.
- Lead on the delivery of relevant partnership-led events, initiatives and knowledge products in line with NCDA’s new strategy, including line managing NCDA’s Partnership and Advocacy Officer.
- Coordinate NCDA’s business development to diversify NCDA’s partnership base (with a particular focus on new sectors and non-traditional partners), including mapping strategic opportunities, developing concept notes, proposals and budgets for new partnerships and programmes.
- Coordinate monitoring, evaluation and reporting of NCDA’s partnership to assess impact, results and learning.
Coordinate across the NCDA team (particularly working with Policy and Advocacy, Capacity Development, and Communications) to implement NCDA’s partnership and membership strategy.

Represent NCDA at key events globally to build NCDA’s networks, identify opportunities for partnerships and position NCDA to strengthen its partnership portfolio.

**Skills and competencies**

**Essential:**

- Relevant master’s degree or equivalent, with a minimum of 5 years of experience working in partnerships, ideally managing large multi-year multisectoral partnerships with foundations/philanthropy, governments, and multilateral agencies.
- An experienced manager, with line management and budget management experience.
- A strong networker with a track record in stakeholder engagement and relationship management.
- A strategic thinker, with excellent analytical skills, able to proactively identify new partnership opportunities for NCDA and shape strategic approaches.
- A strong writer, with excellent drafting skills, including the ability to shape complex proposals and other materials accurately and compellingly for fundraising purposes.
- A compelling influencer, able to promote and communicate NCDA’s work and impact in a compelling way to a range of audiences.
- Capacity to work remotely and collaboratively in an international team environment, with excellent management and planning skills, and ability to successfully manage competing priorities and meet deadlines.
- A problem-solver and a self-starter, who can work independently and takes challenges in your stride, maintaining a positive and energised outlook which motivates those around you.
- Fluent in English (spoken and written).
- Available for travel abroad.

**Desirable:**

- Fluent in other languages. French and/or Spanish are a plus.
- Monitoring and evaluation expertise.
- Knowledge of NCDs and/or global health.

*Diversity and inclusion are a priority at the NCD Alliance. We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone.*

**How to apply**

To apply, please send a cover letter (no more than 2 pages) and a Curriculum Vitae to Tiphaine Lagarde at tlagarde@ncdalliance.org with **Partnerships and Membership Manager** in the email subject.

**Closing date for applications: 12 March 2021**

We regret that we are only able to contact shortlisted candidates.