

## **Vacancy Announcement**

### **Partnerships & Membership Officer**

<b>Title:</b>	Partnerships & Membership Officer
<b>Contract Type:</b>	Employee, full-time
<b>Contract Duration:</b>	Permanent
<b>Reporting to:</b>	Partnerships & Business Development Manager
<b>Start Date:</b>	19 May 2025
<b>Location:</b>	London – with a combination of home-based and office work

#### **Application Deadline: 21<sup>st</sup> February 2025**

- *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 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 400 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 partners 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.

## **Job description**

We are looking for a Partnerships & Membership Officer to join our dynamic team of 25 staff located across 3 offices (Geneva, London, and New York). The Partnerships and Membership team encompasses 4 staff members, and the Officer will report to NCDA's Partnerships and Business Development Manager.

The Partnerships and Membership Officer will support the strategic growth of NCDA's partnerships and membership in line with NCDA's new strategy 2021-2026. The role will be responsible for supporting NCDA's strategic engagement with members and partner NGOs by overseeing the delivery of related work plans and activities, supporting NCDA's membership outreach strategies and delivery, reporting and M&E processes and business development.

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:

- Contribute to NCDA's partnership and membership growth, by supporting annual plans and activities.
- Supports strategic engagement with NCDA's existing partners and members by providing prospect research and due diligence, tracking of relevant data and information on CRM systems.
- Manages and liaises with partners to deliver bilateral plans and activities, maintaining constructive relationships and proactively seeking partnership alignment.
- Supports partners and members reporting, monitoring and evaluation efforts, ensuring documents are prepared and submitted on time, including NCDA Supporters Events and Publications Calendar, Membership Bulletin, and Communications promotional plans and products.
- Supports Membership administrative and project management activities in consultation with the Membership team as appropriate.
- Assists in the planning and delivery of relevant partners events in line with NCDA's new strategy.
- Coordinates the delivery of communications activities and products, including the Global Week for Action on NCDs campaign.
- Schedules and coordinates team meetings, prepares agendas, and captures notes as appropriate.
- Collaborates across the NCDA team (particularly working with Communications, Policy and Advocacy, and Capacity Development) to implement NCDA's partnership and membership strategy to ensure compliance, in consultation with supervisor as appropriate.
- Conducts prospect research and due diligence on prospective supporters, utilizing NCDA's due diligence and Conflict of Interest policies

## **Skills and competencies**

Essential:

- Relevant bachelor's degree with a minimum of 2 years of experience working in a related field, ideally in an NGO or membership organisation.

- 1 year of membership or partnership experience, relevant administrative or professional work experience including one year of project management.
- Highly organised and detail-oriented, with ability to multi-task and prioritize competing demands to meet team's deadlines and objectives.
- Excellent interpersonal skills and the ability to work in a multicultural environment and liaise with a diverse array of collaborators, consultants, and stakeholders from across the globe.
- Excellent communication skills, both verbal and written; strong cross-cultural communication and sensitivity skills.
- Demonstrated experience following standard policies and procedures, receiving general instruction and supervision, and contributing to deliverables and initiatives.
- Ability to work independently and collaboratively in an international team environment.
- Strong knowledge of MS Office applications and virtual meeting platforms (Zoom, Microsoft Teams).
- Fluent in English (spoken and written).

Desirable:

- Experience of fundraising and/or donor or partner relations
- Knowledge of NCDs and global health or quick learner and interest in NCDs and global health
- Familiarity with CRMs systems
- Fluency in other languages

*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.*

**NCD values**

Our work is underpinned by values which align with well-established principles of global health and sustainable development:

- *People-centred*
- *Collaboration*
- *Equity, diversity and inclusion*
- *Accountability*
- *Independence*
- *Excellence and results driven*

**How to apply**

To apply, please send your CV and cover letter to [hr@ncdalliance.org](mailto:hr@ncdalliance.org) and include "Partnerships and Membership Officer" in the subject line of your email.

**Closing date for applications: 21st February 2025**

We regret that we are only able to contact shortlisted candidates. Applications received after the deadline will not be reviewed.