

## VACANCY

<b>POSITION:</b>	Proposal Development Team Coordinator
<b>AREA/DEPARTMENT:</b>	International Programs-Programme management and development Division
<b>PLACE OF WORK:</b>	Save the Children Italia Onlus ( <i>Roma</i> )
<b>LINE MANAGER:</b>	Institutional Partnerships manager
<b>SALARY:</b>	<i>Range between €25.000 and €26.000 gross (Ral)</i>
<b>CONTRACT TYPE:</b>	Maternity cover
<b>CSP LEVEL</b>	1

### INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

### SAVE THE CHILDREN'S VALUES:

**ACCOUNTABILITY:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

**AMBITION:** We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

**COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

**CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

**INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

## **JOB PURPOSE**

Coordinate the team of proposal development project for SCIT institutional donors.

## **RESPONSIBILITIES:**

### **Proposal development**

- Ownership of the proposal development process from the opportunity identification and go-no-go procedure to the signature of the contract with the Donor. To this end, ensures coordination of different actors involved in the process and ensures their involvement in relevant key stages of the process
- Ensures COs are appropriately guided in the project design to respond to the call for proposal priorities
- Ensures final revision of key milestones of proposals written by proposal writers and consultants
- Evaluation of proposal development process in line with awards management standard procedures
- Ensures tracking and monitoring of identified KPIs related to proposal development and analysis of strengths and weaknesses of submitted proposals
- With reference to highly strategic proposals and/or in case of internal capacity & resources gaps, the position will assume direct proposal development tasks

### **Team coordination**

- Coordinates a team of proposal writers, ensuring that:
  - Their workplans are developed
  - Their field visits are adequately prepared and organized
- Activates resources for project development in response to the funding opportunities identified, deciding on the most appropriate resource.

### **COs Capacity Building**

- Guarantees capacity building of COs for which SCIT is lead Member within SCA Account management System To this end, guarantees coordination with SCI and other members
- Delivers tailored capacity building in key priority countries
- Supervises the revision of training modules within the Account management Group
- Sits in SCA/Account working groups which are relevant to the position.

### **Other**

- The position may require involvement in Donor engagement activities linked to specific opportunities, as relevant
- The position may participate to project kick off meetings, when relevant
- The position participates to internal learning processes

## **PERSONAL SKILLS – ESSENTIAL FEATURES:**

- Sharing the mission and principles of Save the Children
- Proven experience working in NGOs and in Team's Coordination
- Excellent knowledge of the project cycle and the principal requirements of EuropeAid and ECHO
- Available to move for short missions
- Very good knowledge of Italian and English spoken and written
- Good interpersonal skills and teamwork
- Dynamism and organizational ability

## **Assets**

- Excellent proposal development capacities
- Overseas working experience is a major plus
- Flexibility to take on relevant tasks as needed and to adapt to an International NGO dimension

- The position leaves space for proposing new business practices and tools, thus we will assess the capacity of the candidate to be proactive and collaborate with the team in finding efficient and suitable solutions