



## CORPORATE AND INSTITUTIONAL PARTNERSHIPS ADVISOR

### DESCRIPTION

POSITION	Partnerships and Cooperation Advisor – Fund Development and Communications Area
PROGRAMME	Bogotá – National Office
EDUCATION	University Degree in Social Sciences or related technical field and Masters degree in a related field preferred.
WORK EXPERIENCE	At least three (5) year experience in project formulation and grants writing (especially in the child rights, family and community projects). Excellent knowledge and skills working directly with children and families.
LANGUAGE PROFICIENCY	Excellent level of English and Spanish is required
TYPE OF CONTRACT	To agree based on experience and profile (compensation according to results)
SALARY	To agree based on experience and profile

### JOB DUTIES AND RESPONSIBILITIES

#### Project Formulation and Grants Writing

- Develop national and international partnerships with corporations, foundations, cooperation agencies, in order to raise funds, bring in donations and/or services that support the programs of SOS Children's Villages Colombia.
- Establish relationships with big national and international companies, through the development of projects.
- Permanent research and analysis of various national and international funding calls.
- Manage and update the institutional donors' database.
- Formulate Projects and Budget proposals in order to be funded.
- Elaborate proposals, presentations and prepare all the required documents to apply to public and private calls to obtain funds.

#### Institutional Partnership Development (IPD)

Permanent research of institutional fund opportunities, according to the needs of the programs (IPD includes governments from foreign countries, multi-lateral donors and international organizations, philanthropic foundations).



**ALDEAS**  
**INFANTILES SOS**  
COLOMBIA

- Establish mechanisms to update the information regarding the programs, communities, and participants, to formulate the projects according to their realities.
- Coordinate with the team the identification, lobby, proposal and Project formulation with institutional donors, in order to fund the programs of the organization and improve their quality.
- Articulate actions and processes with the Project Unit, to contribute towards the construction, implementation and evaluation of the projects.
- Manage the information required to prepare the project reports to the donors.

### **Coordination and articulation with the programs and other areas**

- Support the coordination with other areas of the organization (programs, technical, finance, monitoring), in order to raise funds.
- Facilitate the communication between programs and other areas of the organization.

### **PROFILE AND QUALIFICATIONS**

- **Values:** Commitment, inclusion, integrity, trust and accountability.
- **Competencies:** Responsibility, decision making, communicative skills, teamwork, result orientation, organisation, problem solving and leadership.
- **Functional Competencies:** Data and risk analysis, research, fast learner, innovative, creative application of technical expertise.
- Strong analytical and writing skills required, both in English and Spanish.
- Knowledge of childhood and family contexts required. Experience working with children and families preferred.
- Proven experience formulating successful proposals to potential allies and donors.