Job Description

GLOBAL PARTNERSHIPS ADVISOR
Position: Global Partnerships Advisor
Employment status: Employee
DOL status: Full time
FLSA status: Administrative Exempt
Location: Remote US or Canada-Based
Department: Global Mobilization Team
Reports to: Global Partnerships Specialist

ORGANIZATION OVERVIEW

Tostan is a West Africa based international nonprofit headquartered in Dakar, Senegal. Our vision is “Dignity for all” and our mission is to inspire and empower communities to achieve their vision for sustainable development. We contribute to creating large scale movements for the respect of human rights leading to positive social transformation.

Tostan’s core values are love, communities first, learning and innovation, partnership and dialogue, passion and pride in our work, respect and humility toward others. The years 2020-2022 will be a period of scaling and sustaining our impact in West Africa. For more information, please visit: Tostan 2019-2022 Strategic Engagement Plan and its Strategic Scaling.

DEPARTMENT OVERVIEW

The Global Mobilization Team (GMT) coordinates and manages all of Tostan’s external communications, relationships and secures financial and in-kind resources necessary for mission fulfillment. The GMT is in charge of maintaining network and broad communications strategies as well as relationships with a broad base of contributors, supporters and donors.

SUMMARY/OBJECTIVE

The Global Partnerships Advisor reports directly to the Global Partnerships Specialist and supports the GMT agenda to build meaningful philanthropic relationships with individuals and foundations interested in transformational and visionary giving. This position requires a high level of professionalism, collegiality, self-motivation and a strong believe in the mission of Tostan.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Support Tostan partners to accomplish their philanthropic goals and ambitions by cultivating relationships and inviting contributions of $10,000 to $250,000 or more.
2. Learn, create and follow through on donor solicitation strategies.
3. Schedule face-to-face meetings with donor prospects and make direct, face-to-face solicitations when possible.
4. Support existing donors to feel good about their generosity by sharing the incredible impact our resources and initiatives are having on the lives of hundreds of millions of people around the world.

5. Track activity using Salesforce.

6. Represent Tostan as an expert voice on topics of women’s empowerment, sustainable development, social norms change and movement building at high level conferences and events.

7. Identify new prospects through research, network building, personal interaction and representation at events and conferences.

8. Utilize available research tools and populate Salesforce and Google Drive with relationship management details and philanthropic data on prospects.

9. Manage relationships with prospective and existing donors in all aspects of the gift cycle including: identifying, qualifying, and initiating contact with potential donors; developing appropriate cultivation strategies for moving potential donors towards solicitation and closure; making solicitations of major and planned gifts; and maintaining stewardship contacts with donors.

10. Develop understanding of and demonstrate commitment to the mission and full range of programs of Tostan in articulating a clear and compelling case for financial support.

11. Educate and engage donors and prospects through tours, small-group gatherings, and other educational and volunteer activities in conjunction with appropriate staff members.

12. Support the creation of gift/grant proposals for donor invitations.

13. Work collaboratively with other members of the GMT and all of the other Tostan teams, establishing working relationships with staff.

14. Coordinate with the Programs, Proposal Writing and Executive teams to leverage relationships to funding sources and to identify prospects from within Tostan.

15. Track efforts against fundraising goals; track solicitation amounts, anticipated gifts, pledges, and revenue. Provide regular revenue and cash flow updates on projections.

16. Supports and collaborates with team members through effective communication via email, phone and other online media, as needed.

COMPETENCIES

1. **Technical Capacity**- Must be able to use MS Office Suite (particularly Word and Excel), G Suite (Google), Salesforce and all other job-related software and systems;

2. **Relationship Building**- Must be able to effectively establish and maintain relationships with prospective and current donors. Must possess expert-level interpersonal skills;

3. **Solicitation Strategy**- Must be able to effectively solicit large donations;

4. **Time Management**- Must be able to prioritize, multitask, and meet deadlines in a fast-paced environment

5. **Learning Orientation**- Must have a desire and willingness to continuously learn and grow professionally

6. **Flexibility**- Must be able and willing to “wear many hats” and adapt to changing organizational needs as the organization grows; Must be able and willing to work additional hours as needed

7. **Ethical Conduct**- Must uphold and enforce the organization’s ethical standards and comply with local, state and federal law

8. **Commitment**- Must fully support Tostan’s mission and vision;
9. **Problem Solving**: Must be able to use independent judgement, provided resources and research to solve problems as they arise.

10. **Collaboration**: Must work well with other departments/functions. Must be able to navigate internal approval channels and include all stakeholders on applicable correspondence.

11. **Communication**: Must possess excellent public speaking and presentation skills; Must communicate effectively with team members via email, phone and other online media, as needed; Must speak, write and read English and other languages (if applicable) at the necessary level to safely and competently perform all job duties.

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**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibility.

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**WORK ENVIRONMENT**

This job operates primarily in a remote home office environment and by making use of Tostan’s membership in WeWork. This role routinely uses standard office equipment such as computers, headsets and phones.

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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This role is primarily sedentary but is occasionally mobile. The incumbent is occasionally required to bend, stoop, reach, lift, walk and stand; and is regularly required to talk, hear, see and speak.

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**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position, and the typical hours of work and days are Monday through Friday, between the hours of 9:00 a.m. to 5:00 p.m. with an hour lunch. Flexible work schedule options may be available based on the job-holder’s ability to effectively perform all essential job functions.

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**TRAVEL**

Regular travel is expected for this position. Travel includes international travel.

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**REQUIRED EDUCATION AND EXPERIENCE**

1. Minimum four-year college diploma
2. At least five years of experience in a major gift role or direct equivalent experience
3. Demonstrated ability to work in a multilingual and multicultural environment

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**PREFERRED EDUCATION AND EXPERIENCE**

1. Five or more years working in international development and/or grassroots movement-building
2. First-hand experience with West African culture
3. Prior experience with Salesforce

WORK AUTHORIZATION/SECURITY CLEARANCE

Must be able to legally work in the US without sponsorship

EEO STATEMENT

Tostan, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tostan, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EMPLOYMENT RELATIONSHIP

Job descriptions are not intended as and do not create employment contracts. Tostan, Inc. maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

TO APPLY

To apply, please send a CV and cover letter in English via email to hr@tostan.org, with “Global Partnerships Advisor” in the subject line. We are accepting applications until January 28th, 2020. Incomplete applications will not be considered.