



Rapid Response Role Profile

Job Title	Partnership and Resource Development (PRD) Officer – National Society Support
Classification Level	
Immediate Supervisor's Title	Head of Operations/Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

Organizational context

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies (NS) and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Partnership and Resource Development Officer – National Society support, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

In recent years, there has been shift in the type of disasters that the RCRC Movement is responding to. There are more protracted crises, including silent and forgotten disasters. Of equal concern are smaller and medium sized disasters that constitute most of the events globally. Patterns of climate change are contributing to increased vulnerability and risk, not only in times of disaster but in relation to already existing issues including health and nutrition, food security, access to safe water and water-borne diseases, protection, gender and inclusion, among others.

As a consequence, additional funding is required to meet the increased needs. Additional dedicated resources are necessary to not only raise awareness and funding for emergency operations but also to strengthen the fundraising capacity of National Societies during emergencies and their collective accountability and donor stewardship. Direct support provided to the country or Country Cluster Support Team (CCST) IFRC team and to the National Society will ensure that we maximize the resource mobilization efforts. Additional resources will also ensure systematic support to NS's fundraising for their domestic appeal and ensure coordination between the host National Society, the secretariat and the wider Movement, to maximize of fundraising efforts of the overall operation.

As part of the regional Partnership and Resource development team, the Partnerships and Resource Development Officer – National Society Support will be embedded in the National Society and will be play a supporting role to the national society in developing, coordinating and strengthening partnerships.

Role (Job Requirements)

Job duties and responsibilities

1. Provide technical support in fundraising and marketing efforts for the NS domestic appeal including co-development and implementation of fundraising strategy for the NS for the emergency response
2. Provide Support to NS on partner engagement and accountability to donors within the RC movement and diplomatic missions, multilaterals, private sector and public to ensure donor stewardship, quality assurance and specific partner follow up
3. Coordination and technical support to ensure effective and thorough grant/pledge management in close coordination with NS focal points and facilitation of a consistent income tracking and risk assessment process and analysis of all funds received (bilaterally and multilaterally).

4. Coordination of the proposal development process within the NS, in close collaboration with IFRC and NS operational and technical leads
5. Facilitation of external relations at country level focusing on bilateral engagements, both within the RC Movement and with non-RC partners
6. In coordination with the IFRC, provide support in coordinating field visits and planning partnership meetings
7. Provide Support and technical guidance in engagement with external stakeholders including proactive engagement in various coordination platforms
8. Capacity building and mentoring of NS
9. Development and dissemination of templates of appropriate tools and guidelines
10. Act as a liaison in matters related to partnerships, donor engagement and accountability, grant management and resourcing and fundraising between the IFRC and the host NS.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
University degree or equivalent in a relevant discipline.	x	
Relevant post-graduate degree		x
Experience	Required	Preferred
Experience in partnerships and multi-stakeholder engagement, fundraising, planning and grant management	x	
Relevant work experience with the Red Cross/Red Crescent Movement, especially in a National Society	x	
Working with international funding agencies (e.g. Multilaterals, Financial institutions, or governments)		x
Experience of coordinating and /or implementing public fundraising campaigns		x
Experience of fundraising from private sector		x
Knowledge & Skills	Required	Preferred
Familiarity with government and multilateral funding systems and within the RC Movement	x	
Strong knowledge of information sharing tools including CRM	x	
Demonstrated skill in analytical and strategic thinking.	x	
Ability to work in a diverse cultural context	x	
Highly organised, with ability to create a team approach	x	
Excellent communication skills, facilitation and presentation skills	x	
Excellent relationship building skills; ability to build and strengthen internal and external networks, and establish effective partnerships, with National Societies	x	
Knowledge of individual giving techniques, including digital fundraising, social media and direct marketing		x



International Federation of Red Cross and Red Crescent Societies

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening		⊙	
Coordination		⊙	
Assessment		⊙	
Direction Setting and Quality Programme Management	⊙		
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork		⊙	
Conflict Management	⊙		
Interpersonal Communication		⊙	
Cultural awareness		⊙	
Judgement and decision making		⊙	
Motivating Others	⊙		
Personal resilience		⊙	
Integrity		⊙	

Languages	Required	Preferred
Fluently spoken and written English	x	
Good command of another IFRC official language (French, Spanish or Arabic)		x
Other languages:		