

JOB POSTING – Manager, Institutional Partnerships

Organization:	Right To Play USA
Department/Division:	US National Office
Reports to:	National Director
Work Location:	New York preferred
Work Arrangement:	A combination of minimum 2 in-office days per week, and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department.
Authorized to work in:	US (Eligible to work legally without visa or work permit sponsorship)
Target Hiring Salary:	USD 75,000- 85,000 per annum (before taxes, dependent upon successful candidate's experience)
Target Start Date:	As soon as possible
Contract Duration:	Full-time / Permanent
Application Closing Date	December 15, 2024 / Open until position is filled. Please note that applications will be reviewed on a rolling basis, so you are encouraged to apply as soon as possible.

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

The United States National Office (USNO) is located in New York City. Our NYC office is responsible for building awareness and raising resources within the US to make our work possible in Right To Play countries of operation.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*



Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Manager of Institutional Partnerships will play a pivotal role in advancing the organization's fundraising initiatives by cultivating and managing strategic relationships with foundations. Reporting to the National Director, this position is responsible for implementing initiatives that secure financial support and enhance partnerships aligned with our mission.

In this role, you will identify new private and corporate foundations, actively contributing to the development of our prospect pipeline. You will manage a portfolio of existing and prospective donors, focusing on cultivation, solicitation, and stewardship. Collaborating closely with the Global Program Partnerships (GPP) unit, country offices, and program teams, you will ensure alignment between funding opportunities and programmatic strategies for country programs.

Your responsibilities will include supporting pipeline and proposal development—encompassing management, writing, budgeting, and grant writing—as well as overseeing award management. Additionally, you will support and eventually lead engagement efforts with prospective and current donors and partners in the USA.

This position demands a high level of collaboration in a matrixed environment, where you will develop engagement strategies for prospective partnerships, set revenue goals, and raise new funds from institutional donors to support our programs.

WHAT YOU'LL DO:

- **Donor Prospecting, Cultivation, and Relationship Management (40%)**

Collaborate with the National Director to implement a proactive development plan that enhances relationships with private and corporate foundations. Identify, research, and cultivate partnerships to maximize engagement and support through regular communication and personalized stewardship. Build long-term relationships that align with RTP's goals and promote visibility in the global development space. Manage a portfolio of donor relationships to ensure effective stewardship, and work with the communications team to develop tailored products that reflect a strong understanding of RTP's global programs.

- **Proposal and Budget Development (30%)**



Collaborate with RTP country teams to generate new project ideas and concept notes that align with organizational priorities. Develop a thorough understanding of these priorities to match them with the interests of potential partners. Maintain up-to-date project records and capability statements. Support the creation of competitive funding requests, including letters of inquiry, concept papers, proposals, and grant applications targeting corporate and foundation funding sources. Develop proposal budgets in coordination with the finance team, ensuring transparency and adherence to financial policies

- **Grant Management and Reporting (20%)**

Track grant submissions and donor engagement utilizing RTP's software suite. Prepare high-quality, timely narrative and financial reports in accordance with donor expectations and requirements, working closely with Country Offices and the Global Partnerships and Program Finance team. Assist Country Office staff to ensure compliance with donor agreements and reporting requirements.

- **Collaborative Strategy Development (10%)**

Engage with cross-functional teams to align fundraising strategies with organizational objectives, ensuring cohesive efforts across departments to maximize funding opportunities.

Develop and implement strategic engagement plans to cultivate and manage relationships with foundation partners, ensuring alignment with the organization's mission.

Other Tasks as Assigned

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's Degree, preferably in International Development or another related field.

EXPERIENCE:

- 6-7 years' operating in international development, preferably with strong content knowledge of global education
- Demonstrated experience in foundation fundraising, including success in securing grants and partnerships.



- Experience coordinating with internal teams to develop quality proposals and reports for major donors.
- Experience with CRM platforms: Microsoft CRM, Raiser's Edge, Salesforce and other collaboration platforms.
- Significant network and relationships with major foundations and impact partners with a successful track record navigating funding conversations to achieve results.
- History of closing or managing partnerships with major philanthropic, family, corporate foundations;

COMPETENCIES/PERSONAL ATTRIBUTES:

- Deep commitment to and enthusiasm for the mission of Right To Play, with a strong drive to contribute to the organization's success in creating lasting social impact.
- Highly self-motivated with the ability to work independently, take initiative, and excel in a results-oriented environment with minimal supervision.
- Flexible and agile in navigating change, with a proven ability to quickly respond to evolving priorities and challenges in a fast-paced environment.
- Excellent verbal and written communication abilities, with a talent for conveying ideas clearly and persuasively to diverse audiences, both internally and externally. Strong presentation and public speaking skills.
- Proven success in managing and building relationships with a wide range of stakeholders, including institutional partners, donors, and cross-functional teams, ensuring productive collaboration and trust.
- Strong writing, editing, and analytical skills with meticulous attention to detail, ensuring high-quality, error-free work across various communication materials, proposals, and reports.
- Demonstrated ability to lead and manage multiple projects simultaneously, including the ability to set priorities, manage resources, and meet deadlines while maintaining high standards of quality and effectiveness.
- Excellent interpersonal skills with a focus on building positive, long-term relationships with partners and stakeholders. Known for fostering an inclusive, respectful, and collaborative work culture.
- Proficient in budgeting and financial management, with a clear understanding of resource allocation and the ability to oversee project budgets and ensure financial accountability with a strong understanding of the impact and ramifications of planning decisions.
- Comprehensive experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Donor Management Software and CRM systems, enabling effective communication, data management, and reporting.
- Demonstrated experience in international settings, with a proven ability to work effectively across diverse cultures and regions. Experience navigating cross-cultural dynamics to build relationships and foster collaboration in global contexts.



- External facing relationship management skills.

LANGUAGES:

- Fluency in spoken and written English

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Generous paid vacation and sick leave
- Health insurance (including dental & vision)
- Life and disability insurance
- 403b employee savings plan
- 5 personal learning and development (L&D) days per year
- Professional development opportunities as they arise
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/195935-manager-institutional-partnerships-usno/860184-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Please note that applications will be reviewed on a rolling basis, so you are encouraged to apply as soon as possible. Interviews may be held before the closing date.**

Candidates must be eligible to work in the United States for any employer.





Right To Play USA values a diverse workforce and is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

Right To Play is committed to safeguarding children, young people, and vulnerable adults. We expect all team members and volunteers to uphold this commitment. We believe in protecting every individual from harm, abuse, neglect, harassment, and exploitation, regardless of age, race, religion, gender, disability, or ethnic background.

Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplayusa.org/en/.

Right To Play participates in the E-Verify program, a system used to confirm employment eligibility for all new hires. E-Verify is a service of the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). As part of the hiring process, we will verify your eligibility to work in the United States using E-Verify.

If there are any issues or discrepancies with your information, you will be notified and provided with instructions on how to resolve them. E-Verify is a required step for all applicants who are offered employment at Right To Play.

For more information on E-Verify, visit [Home | E-Verify](#).



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