



NORWEGIAN  
REFUGEE COUNCIL

## Job Description

---

Position:	<b>Corporate and Private Partnerships Manager</b>
Reports to:	Country Director
Supervision of:	N/A
Duty station:	Tehran
Travel:	10%
Duration and type of contract:	12 Months, with possible extension

---

The Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 60 years of experience in helping to create a safer and more dignified life for displaced populations.

NRC started operations in the Islamic Republic of Iran in 2012. We deliver high quality humanitarian assistance to the most vulnerable displaced in 5 provinces of Iran in the sectors of Education, Food Security and sustainable Livelihoods, Water, Sanitation and Hygiene (WASH), Shelter and Housing, as well as Information, Counselling and Legal Assistance (ICLA).

In line with the NRC Global Strategic Directions for 2018-2020, the **Corporate and Private Partnerships Manager** will be taking lead on developing, implementing and monitoring NRC's corporate and private engagement strategies and activities. This work will be done under supervision of the Country Director and with technical support from the Head of Corporate Partnerships in Oslo, Norway.

All NRC employees are expected to work in accordance with the organization's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### 1. Role and responsibilities

The key role of the **Corporate and Private Partnerships Manager** is to generate new partnerships and/or funding support through engagement with the corporate sector, business leaders as well as individual philanthropists and private foundations. He/she is responsible for building NRC's relationships with Iranian business leaders and international corporations with operations in Iran to develop joint projects as well as pro-bono, in kind and funding support to NRC. In addition, he/she will develop, implement and monitor a private fundraising strategy which aims to reach out to individual philanthropists and private foundations wanting to support vulnerable displaced children and youth in Iran.

The following is a brief description of the role.

#### Generic responsibilities (max 10)

1. Develop a Corporate Partnership Strategy for NRC Iran, in line with NRC's global Corporate Partnership Strategy and Policy;



NORWEGIAN  
REFUGEE COUNCIL

2. Develop a Private fundraising strategy for NRC Iran aiming to reach out to individual philanthropists and private foundations;
3. Identify partnership opportunities, broke and cultivate relationships, design partnership arrangements, facilitate partner negotiations, and formalize partnership deal structures;
4. In case of joint project with a Corporate or Private partner, contribute to proposal development together with the NRC programme unit;
5. With support of Advocacy and Communication unit, responsible for preparation of communication materials and tools (brochures, reports, infographics, web-based, social media, etc.) tailored for both engaging in a partnership and reporting back to partners;
6. Design, implement and be accountable for the organization of VIP events targeting corporate partners, business leaders, philanthropists and private foundations;
7. Ensure that tasks and activities in the unit are executed according to strategies, plans and procedures ;
8. Analyse and monitor the corporate and private fundraising environment as well as market trends relevant to humanitarian collaborations;
9. Monitor and evaluate partnerships and fundraising income, activities and costs ;
10. Any other task and responsibility falling under the mandate as instructed by the line manager.

#### Specific responsibilities

1. Follow up leads and dialogues with corporates, business leaders, philanthropists and private foundations ;
2. Working consultatively and collaboratively with all NRC Iran units to identify concepts and suitable opportunities for corporate and private partnerships ;
3. With support of the Communication Unit, develop and implement solid communication with our corporate partners and private supporters (field reports, social media, web-based, etc.)
4. Work in partnership with Oslo based Head of Corporate Partnerships to ensure global and in country strategies are aligned;
5. Conduct due diligence/vetting of potential corporate and private partners and establish system to secure overview of NRCs due diligence work, in link with finance manager and NRC global policies and systems ;
6. Contribute to develop CRM system for the unit, in link with NRC global policies and systems ;
7. Develop an annual review of all corporate and private partners and relations developed.

#### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Critical interface with Country Director and head of Corporate Partnerships: strategy development for corporate partnerships, philanthropists and private foundations;
- Critical interface with Advocacy and Communication Section: fundraising communications, events organization, media coverage and social media;
- Critical interface with Head of Programme : concepts and product development;
- Critical interface with Finance Unit: donor coding, budget monitoring and reporting.



NORWEGIAN  
REFUGEE COUNCIL

## 2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies:**

- Minimum 5 years of relevant work experience within project management and/or corporate social responsibility, event management, or a relevant professional qualification ;
- Extensive knowledge of the Iranian corporate sector (international and domestic companies) ;
- Demonstrated ability to engage at senior levels in business and development sector contexts, and to build trust-based relationships with senior-level executives ;
- Experience working with stakeholders across the public, private, and non-profit sectors, and an existing network of contacts to draw upon if possible ;
- Demonstrated experience in creating new partnerships – including identifying partnership opportunities, brokering and cultivating relationships, designing partnership arrangements, facilitating partner negotiations, and formalizing partnership deal structures;
- Documented results related to strategic relationship building, partnerships and networking , and putting in place systems for relationship management;
- Highly developed written and oral communication skills and the ability to work collaboratively with other units (internal) and partners (external) ;
- Experience in developing and implementing fundraising or marketing/sales campaigns initiatives. Experience in event management for VIP guests ;
- Excellent project management skills ;
- Entrepreneurial mind-set and ability to devise creative win-win solutions.

#### **Context related skills, knowledge and experience:**

- Fluency in Farsi and English, both written and verbal ;
- Ability to multi-task and work with short deadlines ;
- Ability to work independently and proactively with limited daily support and supervision ;
- Knowledge of Afghan displacement crisis is an asset ;
- Previous work with charities or NGOs in Iran or abroad is an asset.

### 2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Strategic thinking and analytical abilities
- Planning and delivering results
- Working with people
- Communicating with impact and respect
- Coping with change



NORWEGIAN  
REFUGEE COUNCIL

### 3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Interested candidates should apply ONLY via our website <http://www.nrc.no> (Select "Vacancies" in the right corner, then under location "Iran) no later than **October 25, 2017**. Only shortlisted candidates will be contacted for technical test and interview