



## Partnerships and Events Coordinator (UK)

### How does it all work?

**Global Fund for Children works to build a world where all children and youth are safe, strong, and valued.** To that end, we partner with innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. By pairing flexible funding with targeted capacity development services, we help our partners grow stronger and more responsive to challenges on the ground. Since 1997, we have invested more than \$44 million in over 700 organizations. Our work advances the rights of children and youth across four focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value courage, excellence, learning, partnership, and inclusion, as well as kindness and passion. Our partners' visions for change inspire all we do. Feedback and learning inspire us to do better, and we strive to be youth centered.

### What will you be doing?

The Partnerships and Events Coordinator will report to the Senior Partnerships Director and support a wide variety of functions related to meeting and event planning, partnership engagement, fundraising and general office management activities. This position is located in London (UK-Based).

The following activities will be performed in the role:

#### *Fundraising and Partnership Engagement*

- Assists the Senior Director in the timely development and implementation of effective fundraising, partnership engagement and communication strategies and tactics
- Assists with a variety of partnership engagement activities including correspondences, report writing, prospect research, and briefing materials preparation
- Supports fundraising and stewardship of grants, sponsorships and individual donations
- Ensures a high-quality experience for all partnership interactions with GFC
- Maintains donor information in the database, including contact information, dates of and notes from meetings, reporting and submission deadlines, and correspondences
- Conducts research into relevant topics for presentations and reports

### *Events and Administrative Support*

- Assists with a wide variety of events logistics and execution activities
- Assists with devising and implementing participant engagement strategies
- Performs routine accounting and budget preparation activities, including travel and expense reconciliations, payment processing, and vendor management
- Performs scheduling and calendar management activities

Other duties assigned, as relevant.

### **Are you the right person?**

- Bachelor's degree in a related field required; past professional administrative experience required
- Strong attention to detail, ability to manage complex tasks, highly organized, flexible, dependable and able to prioritize competing demands
- Experience with travel, event and meeting planning
- Proactive spirit, with lots of energy!
- Comfortable with working alone, as part of a global team
- Excellent communication and diplomacy skills
- Ability to listen carefully to feedback and comments and adapt plans/actions accordingly
- Ability to process information quickly
- Ability to work independently and meet daily deadlines
- Collaborative team player with high degree of personal initiative and accountability
- Good judgment, tact, patience, and sense of humor
- Past database management experience preferred, but not required
- Proficiency in all Microsoft Office applications required
- Ability to travel with notice internationally and domestically

### **How to apply:**

Please send a cover letter which includes salary expectations and a resume or curriculum vitae to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with "Partnerships and Events Coordinator" in the subject line. Applicants must be legally eligible to work in the United Kingdom. Position is open until filled for immediate hire and only short listed candidates will be contacted. Check us out at [www.globalfundforchildren.org](http://www.globalfundforchildren.org).

**GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**