**Ukraine Partnerships Advisor or Ukraine Grantmaking and Partnerships Adviser**

Attention! Ukraine Grantmaking and Partnerships Position will be a staff member of HelpAge International, Ukraine however, her/his work will be 100% dedicated (seconded) to work with the Center for Disaster Philanthropy (CDP).

**Position Type:** Full-time, National position for Center for Disaster Philanthropy, Open for persons with Ukrainian citizenship only.

**Closing Date:** **23/07/2023,** candidates will be considered for position on rolling basis,though kindly note that the position will remain open until we have a sufficient pool of candidates that meet the job requirements. Please understand you may not be contacted for several weeks after you apply.

**Location:** Lviv (base station), the rest of Ukraine depending on security

**Ideal Start Date:** as soon as possible

**About CDP (Seconding Organization):**

The mission of the [Center for Disaster Philanthropy](https://disasterphilanthropy.org) is to mobilize philanthropy to strengthen the ability of communities to withstand disasters and recover equitably when they occur. With the increasing frequency and intensity of disasters comes the critical need for philanthropy to know when and how to respond effectively. CDP's innovative strategies advance donors' values, increase the impact of their contributions, meet the needs of vulnerable populations and ultimately, strengthen their communities.

Founded in 2010, CDPsupports equitable disaster recovery through philanthropic consulting, localized funding and expert resources.

Disaster recovery is the process of improving individual, family and community resilience after the occurrence of a disaster. Recovery is not only about the restoration of structures, systems and services – although they are critical. A successful recovery is also about addressing sources of inequitable and unjust outcomes, and individuals and families being able to rebound from their losses and sustain their physical, social, economic, mental, emotional and spiritual well-being. With a primary focus on medium- to long-term recovery and resilience, CDP raises awareness of the need for committed attention and localized, sustainable funding in support of marginalized and underserved communities. As the intensity and frequency of disasters and crises have increased, the role of CDP has become even more crucial.

**About HelpAge International (Contracting/Hiring Organization)**

HelpAge International works with partners and a diverse global network of more than 170 organizations across 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

**Responsibilities & Duties:**

CDP is currently seeking to second a Partnerships Advisor who will be responsible for supporting CDP in managing and developing its grantmaking program and partnerships portfolio in Ukraine, in line with CDP’s mission, values and strategic priorities. In cooperation with the international programs team, they will also be responsible for pursuing collaborations and strategic opportunities with other funders, partners, and local and national authorities in support of the rights, and equitable recovery and resilience of marginalized and underserved populations affected by the ongoing crisis. Success in this role requires a principled approach to programming and sensitivity around public statements or positions that may be interpreted as being overly-controversial or political in nature.

This position reports to the director, international funds, based in Los Angeles, but works in collaboration with other teams across the organization.

The Partnerships Advisor is responsible for:

* Supporting CDP’s international grantmaking team to identify mission-aligned local NGOs for potential grantee partnership opportunities. Lead and advise on organization identification, vetting, selection, and grant management (including preparing and reviewing grant applications, proposals, and reports).
  + Undertake all initial data entry of organizations, contacts and requests in Blackbaud Grant Management and Redbooth systems.
  + Edit, publish and send out grant applications and requests at the direction of the director.
  + Identify potential grantee partner NGOs in the region who are implementing survivor and community led response (SCLR) methodologies or are interested in piloting the model in their recovery work.
  + Track, request and manage receipt and documentation of all deliverables and reporting requirements (applications, progress report(s), impact stories, final report).
  + Ensure all systems and databases are maintained and up to date with current status, information and supporting documents.
  + Respond to emails and telephone calls requesting general information about CDP grantmaking and a proposal’s review status.
  + Respond to inquiries and proposals that fall outside of CDP’s interests and focus.
* Creating, maintaining, developing and growing meaningful relationships with international actors and local grassroots and civil society organizations, coalitions, and multilayered strategic partners and networks in Ukraine and surrounding countries, particularly those working in philanthropy, humanitarian and long-term recovery and resilience sectors. Create opportunities for engaging and listening to local leaders and actors to identify needs, gaps and collaboration opportunities.
* Remaining up to date on the evolution of the crisis and how this impacts civilians, particularly underserved and historically marginalized populations. Conduct outreach and regularly engage with civil society organizations, nonprofit partners, and other stakeholders to inform CDP’s Ukraine crisis recovery strategy and grantmaking priorities.
* Recommending updates to CDPs Ukraine Crisis Fund Visioning on an ongoing basis with a focus on identifying priority unmet needs and opportunities to enable an equitable recovery for all.
* Managing and developing CDP’s partnerships and relationships in Ukraine with partner agencies, local and international, ensuring they are based on [our values](https://disasterphilanthropy.org/about/our-values/) and our [RIE statement](https://disasterphilanthropy.org/about/race-intersectional-equity-statement/).
* Supporting efforts to recognize and celebrate CDP’s impact through its grantee partners, advocate for effective grantmaking practices, and promote CDP’s expertise, thought leadership and managed funds to a diverse audience by:
  + Assisting the Marketing and Communications team with the development of grantee partner impact stories, handouts, website content, PowerPoint slides, social media posts and other materials.
  + Authoring blog posts and other written content.
  + Providing photo and video content for use on CDP’s website, social media channels, donor reports, etc.
  + Representing CDP as requested and delegated in webinars and other public-facing events.

**Preferred Knowledge, Abilities and Skills:**

* Verbal and written fluency in English and Ukrainian required.
* Knowledge of and relevant work experience in disasters and/or humanitarian crises and understanding of the main principles, industry themes, architecture and organizations poised to address those crises.
* Higher education degree(s) or equivalent education/work experience in international development, humanitarian studies, international relations, business studies, crisis management or relevant related fields.
* Proven experience in programmatic leadership capacity in philanthropy, international development, humanitarian or social impact sectors required.
* Experience in proposal development, grantmaking and/or grant management required.
* Strong and engaging interpersonal, communication and diplomacy skills required, including representation, networking and negotiation. Adept at building strong internal and external relationships, forming equitable and trusting partnerships, and able to respond to issues with clarity and diplomacy.
* Alignment with CDP’s [values](https://disasterphilanthropy.org/about/our-values/) and commitment to [Racial and intersectional Equity](https://disasterphilanthropy.org/about/race-intersectional-equity-statement/), and to humanitarian principles and best practices.
* Ability to approach work with humility, collaboration, positivity, and able to deal well with ambiguity and change.
* A self-starter with the capacity to work remotely with limited supervision and support.
* Well organized with strong attention to detail.

**Characteristics:**

* + Mission-driven
  + Entrepreneurial spirit
  + Ability to work independently and remotely
  + Team player
  + Sense of humor

The Center for Disaster Philanthropy’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

We welcome and encourage applicants with non-traditional career paths. If you don’t exactly meet the qualifications outlined here, please apply and tell us how your own experiences would equip you for the job.

**To Apply:**

Send your application including CV, cover letter and two professional references to [nazim.aliyevk@helpage.org](mailto:nazim.aliyevk@helpage.org)