



VACANCY

Title: Partnerships Program Manager
Location: Maputo, Mozambique with up to 30% domestic travel
Division: Grassroot Soccer, Inc.
Reports to: Director of Programs
Primary Geographic Responsibility: Mozambique

To Apply: Please submit a resume and cover letter to globalhr@grassrootsoccer.org with "Partnerships Program Manager" on the subject line. Only short-listed candidates will be contacted.

Application Deadline: December 1, 2022

Overall Description: The Partnerships Program Manager position will be responsible for coordinating technical assistance and supporting and capacitating partners to deliver on programs which are utilizing Grassroot Soccer's SKILLZ methodology. As the primary representative for Grassroot Soccer's Mozambique portfolio, this position will also face externally and will be responsible for cultivating and strengthening Grassroot Soccer's network of partners and programs and ensuring continual progress towards strategic goals and objectives in Mozambique.

Grassroot Soccer (GRS) is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS programs have reached 13 million young people in over 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. GRS is looking to continue scaling its impact via partnerships over the next five years.

The Grassroot Soccer Partnerships (GP) team oversees GRS relationships with a wide range of partner organizations across over 50 countries. The GP team supports these organizations to integrate the GRS model into their adolescent health strategies and provides remote and in-person technical support to these organizations to increase their capacity to deliver GRS interventions in their communities.

Position Summary: The Partnerships Program Manager should be a strategic thinker and proactive problem-solver with demonstrated ability to manage tight deadlines and concurrent deliverables with no in-person supervision. The Partnerships Program Manager should be able to communicate empathetically, persuasively, and efficiently, and with exceptional attention to detail as the position will be responsible for actioning a diverse set of tasks – from deliverable and/or target-based technical assistance to strategic partnership development. Since primary operations and thus, team members, are located in South Africa and the US, this person should

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thrive in a remote and cross-cultural environment and be able to articulate and share compelling examples of good practices across the organization. This position will join the GP team and will work closely with the Director of Programs, who leads on strategy and program oversight.

Responsibilities:

Project Coordination and Delivery (55%)

- Manage day-to-day operations for GP workstreams for in-country partners, including program design and development, training and other technical support as needed
- In conjunction with Director of Programs, create and oversee monthly and annual work plans that ensure project goals are being met in a timely fashion
- Provide technical assistance to implementing partners, including but not limited to workshops, trainings, and support visits
- Liaise with other teams at GRS such as Curriculum, Training, Global M&E, and Finance and Operations, to ensure technical assistance is adapted to relevant country context and align to GRS mission, grant details, technical assistance approach, and strategy
- Develop and oversee tasks lists and schedules that effectively allocate time and resources for all project objectives
- Work closely with Director of Programs, M&E team, and relevant consultants to ensure targets are met, data is captured, and outcomes met on all programs
- Track all grant deliverables, travel, deadlines, and other key timelines in the appropriate platforms
- Ensure all grant communication is documented and timely and includes all necessary stakeholders through the grant cycle
- Provide support, documentation, and assistance for the growth and improvement of programs into other areas such as coach development, referral systems, youth-friendly health services, youth engagement and other areas as needed
- Track and document learnings, successes, challenges, and best practices from TA visits and trainings to share out with broader organization
- Identify and articulate good practices that have potential for growth and scale
- Monitor and manage project expenditures to ensure spending is in line with budgetary limits and approved by Global Controller and Director of Programs
- Draft quarterly, mid-year, and annual reports for grants, funders, and GP
- Other tasks as required by Director of Programs

External Relations, Partnership Cultivation & Business Development (35%)

- Cultivate, navigate, and manage relationships with government agencies, CBO/FBOs/NGOs, INGOs, Research institutions, UN agencies and other international development and adolescent health partners to explore and build a pipeline of strategic partnerships
- Collect, interpret, and share out strategic information that would enhance programming and partnerships



- Maintain excellent relationships with partners, donors, businesses and other relevant stakeholders
- Uphold GRS' reputation and manage reputational risk by proactive gap analysis, risk identification, and escalation to appropriate teams for mitigation planning and support
- Participate in national and subnational technical working groups, meetings, workshops
- Understand, contribute to, collate, and disseminate national and local strategies, updates, and critical information within the broader organization

Organizational Development (10%)

- Support annual work planning process for GRS
- Support in country budgeting process for GRS and for partner
- Identify stakeholder needs and map out potential solutions
- Strengthen network of in-country GRS alumni - including consultants, former Master Coaches, Coaches, and participants
- Manage priority partner matrix, monitor partner quality and implement health checks
- Support and action long-term strategic direction for GRS in country

Qualifications:

- 5+ years of experience managing, implementing, and monitoring concurrent, large scale international development projects
- Bachelor's degree in relevant field
- Legally authorized to work in Mozambique
- Demonstrated experience implementing and/or providing technical assistance to partners in donor funded projects valued at least \$1 million per year
- Demonstrated experience working with a diverse range of internal and external stakeholders (e.g., from young people to global headquarters to boards to partners to field teams)
- Demonstrated experience developing new business and partnership opportunities
- Willingness and ability to travel domestically (approx. 30%)
- Preferred:
 - Master's degree in relevant field
 - Knowledge and experience working in adolescent health
 - Experience in a cross-cultural work environment
 - Experience with a range of international donor organizations and relevant international donor rules and regulations

Ideal candidate should have exceptional skills in the following:

- Attention to detail
- Effective communication, both oral and written, in English and Portuguese, with wide range of external and internal stakeholders (e.g., young people, Ministry leaders, Civil Society leaders, board members, senior leadership, staff)
- Time management and prioritization



- Ability to proactively identify issues, propose and implement solutions
- Building relationships with wide range of staff and partners, and operating within diverse social and cultural contexts, often virtually over multiple continents and time zones
- Thinking strategically yet knowing how and when to dive into the details
- Managing budgets
- Ability to see and tell stories from numbers

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...

- **Proactive:** can anticipate both opportunities and obstacles and take action
- **Professional:** level-headed; ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity, can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritizing the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and Outcomes:** deliver results, not just create lots of activity
- **Treating People Well:** empathetic, kind, great listener, yet can make tough decisions and hold oneself/others accountable