



International Alliances Analyst

Organization

Fundacion Carulla - aeioTu
Latin America - Bogota, Colombia

Duration

- Start of assignment: 02/2012
- Duration of support: Other - 11 months
- Kind of support: Full time on-site

Tasks and expected output

Analyze the possible partner organizations in international cooperation:

- Refine strategic priorities for international partners
- Research, categorize, and score potential partners leveraging the partnership scoring matrix
- Prioritize short-list of potential partners to approach

Implementation of international partnerships strategy:

- Contact potential international partners with appropriate pitch materials
- Maintain Excel Database of partnership leads, contacts, and research up-to-date
- Maintain international partnerships matrix up-to-date
- Coordinate visits for international partners
- Complete all reporting requirements for partnerships: write progress and final reports, MOUs, contracts, and other documents
- Register and apply for relevant international social entrepreneurship awards and competitions: Ashoka, Skoll, Schwab, PopTech, WISE, etc.

Plan and execute funding activities for the optimal performance of aeioTU:

- Analyze and/or execute possibility of "Roadshow" to potential funders and sponsors of aeioTU initiatives in US and Europe
- Develop international grant and donor proposals

Create and update communication materials for international partnerships:

- Review, update, and design communication materials as needed
- Prepare registration materials for international events, including event registration, participant research, and communication packet development
- Support Communications Team in video / media development as needed

Support events and marketing activities of the Fundación Carulla:

- Support the coordination of events organized to advocate high quality and holistic ECD services in Colombia
- Support the different marketing activities of Fundación Carulla and/or the aeioTU centers

Complete regular internal reporting procedures:

Requirements

- Weekly and monthly reporting updates

Expertise

- Strategy and business development - must have
- Fundraising - nice to have
- Business consulting - nice to have
- Community development - nice to have

Languages

- English - must have
- Spanish - nice to have

Good to know

Academics:

BA or BSc in Economics, Business Administration, International Development, Foreign Trade and Commerce or related fields

Experience:

- o Minimum of two years in a strategic consulting position, or in a business development, program officer, or other core operational role within the private, non-profit, or governmental sectors
- o Demonstrated interest and / or previous experience in sustainable development, economic development, or social issues in developing countries

Essential skills:

- o Knowledge and/or interest in business development, partnership development, and international alliances management
- o Creative problem-solver, thinks out-of-the-box, asks difficult questions
- o Willingness to learn and ability to multitask
- o Proactive team worker, collaborates well in groups
- o Takes on challenges agreeably
- o Excellent interpersonal and communication skills
- o Organized and punctual, ability to set own deadlines and workplan and work under pressure
- o Ability to develop simple Excel financial models and calculations
- o High ethic and moral standards
- o Command of Microsoft Office Suite, (including Word, Excel, Powerpoint, Outlook), Skype, Internet Browsers, and other relevant applications
- o English written and spoken fluency is a must
- o Minimum business proficiency level of Spanish is required

Individual characteristics:

- o An interest in early childhood development is a plus, but not a requirement

Application deadline

2011-11-20

iCats Manager

Fabio Segura

Email: fabio.segura@lgtvp.com

Phone: +41 44 256 8123 / Mobile phone: +41 79 423 84 13