

Terms of Reference (Tor) for Strategic Program and Partnerships Officer International Finance Facility for Education (IFFEd)

Position Title: Strategic Program and Partnerships Officer

Reporting To: Head of Operations

Contract Type: Staff

Expected Time Commitment: Full-time

Location: Geneva, Switzerland

1. Background

[The International Finance Facility for Education](#) (IFFEd) is a powerful new financing engine to unlock additional affordable financing for global education and skills development. We are on a mission to ensure that 1.2 billion children and youth in lower-middle-income countries have the opportunity to learn, earn and thrive.

IFFEd is in an exciting early-growth phase, with a small core team and an ambitious vision to transform education financing. To support its growth and development, IFFEd is seeking a Strategic Program and Partnerships Officer to join the team to drive key strategic priorities.

2. Position Summary

The primary objective of the Strategic Program and Partnerships Officer is to support IFFEd to scale IFFEd's partner and donor coalition to unlock \$2bn in additional education financing in the next 3 years, manage relations with IFFEd's Board, and support IFFEd's engagement in global events and communications.

IFFEd is seeking a passionate and dynamic individual who can work independently and thrives in a fast-paced environment. The successful candidate will play a key role in building IFFEd, collaborate with a diverse team of professionals and partners, and make a lasting impact on the lives of children and youth worldwide.

The Strategic Program and Partnerships Officer will report to the Head of Operations, but work closely with the entire IFFEd team.

3. Key Responsibilities

The priority responsibilities of the Strategic Program and Partnerships Officer will span the following areas:

1) Partner and Donor Engagement

- Drafting strategies, briefing materials and presentations for existing partners, and developing tailored pitch materials for new donors.



- Undertaking research and analysis as required to support IFFEd's interactions with donors, multilateral development banks.
- Co-ordinating legal negotiations with new partners, working closely with IFFEd's legal counsel.
- Co-ordinating IFFEd's interactions with existing and potential partners and donors (sovereign, philanthropic and corporate donors).
- Preparing IFFEd's participation in key global forums such as the Education World Forum, the UN General Assembly (including coordinating bilateral meetings, preparing talking points), as well as organising IFFEd's own events.
- Preparing and managing timely and accurate donor and partner reporting.

2) Board Relations and Governance

- Supporting the Board Chair, CEO and Head of Operations in organizing IFFEd's Board meetings, including Board agendas, briefing documents, minutes, as well as overseeing logistics.
- Supporting activities of IFFEd's Finance and Education Board Committees.
- Preparing Circular Resolutions for Board approval between meetings.
- Designing, implementing and maintaining a Board portal for key Board documents and decisions.
- Tracking and following up Board decisions and documentation between meetings, including public disclosure.

3) Communications & Visibility

- Working closely with IFFEd's Communications advisor to generate content for IFFEd's website, newsletters and other regular partner communications.
- Developing content for communications materials tied to flagship events and global moments.
- Co-ordinating preparation of IFFEd's Annual Report.

4) Strategic Projects

- Leading special strategic projects as they arise e.g. research towards new product development, new potential partnership models etc.

4. Qualifications and Experience

- Master's degree or equivalent in Economics, Finance, Business Administration, Public Policy, International Development, or a related field.
- 5-7 years of relevant work experience in strategy, project development and/or project management and implementation.
- We appreciate applications from candidates from across the private, public and not-for profit sectors, including strategy consulting and advisory firms, government (including bilateral aid agencies), and multi-lateral development banks. Prior experience spanning both private sector and public/not-for-profit would be a plus.
- Experience of working in developing countries is a plus.

5. Skills and Competencies

- Demonstrated passion for IFFEd's goal.





- Excellent analytical skills, including ability to synthesize information to create compelling and professional presentations for a wide-ranging audience.
- Proven ability to lead projects, work independently and “get things done.”
- Excellent communication and interpersonal skills, and the ability to work collaboratively in a team environment.
- Can-do attitude, ability to learn quickly and willingness to adapt to the needs of a rapidly moving, start-up environment.
- Proficiency in English (required) and French (preferred).
- Excellent Microsoft PowerPoint and Excel skills.

6. Duration and Time Commitment

The position is open-ended employment contract based in Geneva, Switzerland.

7. Application Process

Interested candidates should apply via Michael Page [here](#) before 31 March 2025.

IFFEd is an equal opportunity employer and encourages applications from qualified individuals regardless of race, gender, age, or disability.

