

## JOB DESCRIPTION

1. JOB DETAILS:	
Position Title:	Head of Public Affairs and Sponsorship
Reports to:	Head of division – Communications, Marketing and Public affairs.
Department	Communications, Marketing and Public affairs
Location:	Abu Dhabi, UAE
Grade:	4
Prepared / Revised on:	November 2024

2. JOB PURPOSE / ROLE:
<p>A highly motivated and accomplished Public Affairs and Sponsorship Manager is sought to lead fundraising initiatives and Protocol. This pivotal role will focus on securing financial support for research endeavors, enhancing cultural offerings, and providing scholarships. On the protocol side, the role involves coordinating and managing all protocol-related activities to ensure adherence to formal procedures, diplomatic courtesies, and cultural sensitivities. The ideal candidate will possess a deep commitment to the organization's mission, combined with the expertise to foster relationships.</p> <p>The position reports to the Head of division – Communications, Marketing and Public affairs.</p>

3. JOB DIMENSIONS		
Number of Staff Supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES:	
Key Priority	Key Activities
<b>Strategic Fundraising Development</b>	Formulate and implement comprehensive fundraising strategies that align with organizational priorities, with an emphasis on research, cultural initiatives, and scholarship programs.
<b>Identify Funding Opportunities</b>	<ul style="list-style-type: none"> <li>▪ Proactively research and assess potential funding sources, including grants, corporate sponsorships, and individual philanthropists.</li> <li>▪ Developing, targeting and managing partnerships with local and international economic players. Particular emphasis will be placed on the Emirates and France.</li> <li>▪ Set up an ICV (National In-Country Value Program) strategy.</li> </ul>
<b>Research, Innovation and Partnership</b>	<ul style="list-style-type: none"> <li>▪ Particular emphasis on securing financial support for research endeavours</li> <li>▪ Assist the university in leading innovative research projects</li> <li>▪ Coordinate and follow up on research projects, and more specifically the relations between researchers and corporate.</li> <li>▪ Identify potential partnerships with organisations/institutions, that will support collaborative innovative research projects and research transfer.</li> <li>▪ Help advertising the outcome of research projects conducted at SUAD and their value-add.</li> </ul>

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	<ul style="list-style-type: none"> <li>Work with Sorbonne University Abu Dhabi's research teams and find opportunities to expand further.</li> <li>Assist with the growth of the University as a research University by identifying areas of improvements and work with the relative stakeholders to realise the growth</li> </ul>
<b>Protocol Cultivate Donor Relationships</b>	Establish and nurture meaningful relationships with existing and prospective donors, as well as VIP visitors, through tailored communication and engagement efforts.
<b>Grant Writing Expertise</b>	Craft persuasive grant proposals and applications, ensuring alignment with both funder objectives and organizational needs.
<b>Event Coordination</b>	Plan and execute high-impact fundraising events to enhance organizational visibility and foster donor engagement, while maximizing contributions.
<b>Donor Management</b>	Maintain precise and up-to-date records of donor interactions and contributions within the CRM system.
<b>Collaborative Engagement</b>	Work closely with internal stakeholders, including program leaders and finance teams, to identify both needs and interesting projects, ensure fundraising objectives are met and aligned with budgetary considerations.
<b>Monitoring and Reporting</b>	Track and analyze fundraising progress, providing comprehensive reports on outcomes to line manager and relevant stakeholders.
<b>Legal Documentation</b>	Draft and review agreements, contracts, and other legal documents related to fundraising activities, ensuring compliance with applicable laws and regulations.
<b>Networking</b>	Build and maintain a robust network of contacts within the community, government agencies, businesses, and other organizations.
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>Develop and implement the policies related to Public Affairs to ensure all relevant procedural/legislative requirements are fulfilled.</li> <li>Communicate the requirement of operational policies and procedures to direct reports and employees to ensure that work is carried out in an organised manner.</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>Ensure that all reports related to Public Affairs are prepared timely and accurately to meet University requirements, policies and standards.</li> </ul>
<b>Related Assignments</b>	<ul style="list-style-type: none"> <li>Perform other related duties or assignments as directed by the Line Manager.</li> </ul>

### 5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

#### Minimum Qualifications:

- Master's degree in nonprofit management, business administration, communications, or a related discipline.
- Project Management experience

#### Minimum Experience:

- A minimum of 8 years of demonstrable experience in fundraising or a related field, with a proven track record of successful fundraising initiatives, particularly in research funding.
- An experience and a solid knowledge of the UAE

#### Job-Specific Skills:

- Excellent verbal and written communication skills, with the ability to convey complex information clearly and effectively to diverse audiences.
- Demonstrated leadership and people management abilities.
- Strategic thinker with the ability to analyse issues, anticipate challenges, and develop innovative solutions.
- Ability to work effectively under pressure, prioritize tasks, and manage multiple projects simultaneously.
- Legal knowledge related to fundraising, including the ability to draft and review contracts and agreements.

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- Ability to cultivate and sustain relationships with a diverse range of stakeholders, particularly those interested in research funding.
- Proficiency in fundraising software and CRM systems.
- Outstanding organizational skills with the capacity to manage multiple projects concurrently.
- Interpersonal and Communication skills
- Knowledge of fundraising initiatives and the local labour law
- Proficient use of all Microsoft Office programs
- Languages: English and Arabic. French is an added value.

The organization is proud to be an equal-opportunity employer and encourages applications from individuals of diverse backgrounds.

**Line Manager Name & Signature:**

**Employee Name & Signature:**

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**Date:**

**Date:**

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