



Director, Members and Partners Development

Job title: Director, Members and Partners Development

Reports to: CEO

Location: Geneva, Switzerland

Availability: As soon as possible

About UICC

The Union for International Cancer Control (UICC) is a non-government organisation based in Geneva which serves an international and diverse population of cancer organisations to unite the cancer community to reduce the global cancer burden, to promote greater equity and to ensure cancer continues to be a priority in the world health and development agenda. We have achieved this by building a membership base of over thousand organisations and engaging in partnerships with more than 60 organisations across the United Nations, academia, health and private sector.

UICC convenes members and partners to encourage collaboration and new thinking through keystone events (World Cancer Congress, World Cancer Leaders' Summit and World Cancer Day). Through our capacity building activities, UICC supports its members do a better job tomorrow than they do today and increase their impact by scaling up their relevance, reach and sustainability in their own settings. With our members and partners, we drive forward the key advocacy priorities building upon key international agreements (the Sustainable Development Goals, the Global Action Plan on NCDs and the 2017 Cancer Resolution at the World Health Assembly) to ensure that these global goals and targets are translated into national action.

UICC has a team of 40 people based predominantly in Geneva, Switzerland led by a CEO, reporting to a Board of Directors. It has an annual income of approximately \$10m and has plans to grow significantly in the coming years. The UICC works in new offices in Geneva situated close to the United Nations and the World Health Organisation, with whom it has formal relations.

In recent years, UICC has received international awards for its Congress, Summit, use of social media, website and membership engagement. We consider ourselves to be a top-level NGO which aspires to deliver excellence at all times. UICC conducts monthly staff engagement surveys which show that the organisation is a very good employer benchmarked to other organisations in the sector.

In addition, UICC offers its staff a range of benefits which includes:

- A competitive salary
- an excellent pension plan (2/3 contributions from UICC)
- accident insurance, business travel insurance and loss of income insurance premiums 100% paid by UICC
- excellent office facilities equipped with new technology.

Summary of the position

UICC is a membership organisation which believes in having a deep relationship with those who sign up to be members. We also believe in a partnership approach to address the key challenges faced in cancer control. Hence, the Members and Partners Development team is critical to the success of the organisation.

UICC is seeking to strengthen its Executive team and is looking for a Director, Members and Partners Development who will lead the membership and partnership strategy and will take responsibility for the growth and engagement of the membership and partnerships it currently has, bringing more in over time.

The Director, Members and Partners Development will lead, manage and develop a team of eight highly qualified and motivated individuals who have a track record of delivery. The Members and Partners Development Team is responsible for generating 2/3rds of the total operational budget of UICC, raise the funds for the programmatic activities and engaging with its membership base around the world.

The Director, Members and Partners Development will be part of the management team of UICC which has responsibility to drive the organisation forward meeting the ambitions of the Board. The management team has significant autonomy and works with the Board in a positive way. UICC's governance framework is clear that the CEO and his team have large responsibilities and that the Board provides direction and oversight.

Main responsibilities

The main responsibilities of the role are:

- Working closely with the CEO to set out the long-term plans for membership and partnership.
- Working closely with the CEO to define the funding model of UICC and then to implement it effectively.
- Leading, managing and developing the Members and Partners team.
- Developing the membership and partnership offer to be in line with UICC's long-term strategy.
- Coordinating UICC's approach to strategic partners.
- Implementing the membership, partnership and fundraising plan to support the delivery of the UICC business plan 2020-2023.
- Developing, leading and managing the recruiting efforts to increase the membership and partnership baseline to achieve the goals set by the UICC business plan.
- Identifying innovative business opportunities with UICC's partners and members.
- Regularly interacting with UICC's strategic partners.
- Managing excellent relationships with all UICC members and partners including regular surveys to assess baseline and progress.
- Understanding the organisational financial needs and priorities to coordinate the fundraising requirements of other UICC teams.
- Working in close collaboration with all UICC teams to drive UICC's membership and partnership strategy in line with the organisation's priorities.
- Maximising UICC platforms to promote UICC members and partners' activities and ensure that they receive the service they expect.
- Contributing effectively to the management of UICC more broadly.
- Interface with the Board of Directors to ensure they are supportive of the work of the team.
- Representing UICC at events around the world.
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Skills and competencies

- Successful track record of relationship management and ideally with member organisations and/or clients/ prospects/stakeholders.
- Minimum of 10 years proven track record in leading and developing teams and working in similar positions.
- Strategic thinker – able to set out long term plans and execute on these.
- Knowledge and experience of global health and non-governmental sectors would be an asset.
- Advanced university degree in business administration or equivalent.
- Excellent negotiating and communication skills with the ability to influence decision makers to defend and strengthen UICC business plan.
- Ability to synthesize complex material accurately and communicate it to potential funders.
- Experience in using multiple communication channels to engage key stakeholders.
- Excellent interpersonal skills and ability to work in a small, multicultural, dynamic team.

- Excellent organisational and planning skills.
- Ability to work under pressure and within deadlines.
- Experience with dealing with multiple stakeholders in a multicultural environment.
- Fluent written and spoken English; other languages will be an advantage.
- At ease with learning new technologies and excellent command of Microsoft Office (Word, Excel, Power Point).
- The candidate should be eligible to work in Switzerland.

Applications

Send your CV and motivation letter explaining how you think your skills and experience make you a strong candidate for this position to careers@uicc.org. Deadline for applications: 30 November 2019.

Only short-listed candidates will be contacted