Donor Funded Staffing Program

TOR No:	**2023-040**
Title:	**External Affairs Officer**
Grade:	**GF**
Division/VPU:	External and Corporate Relations Practice Group (ECRPG)/ External and Corporate Relations VPU (ECRVP)
Duty Location:	Washington, D.C
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

The mission of External and Corporate Relations (ECR) is to help deliver financial and political support for the World Bank Group, strengthen the Bank Group's role as a global thought leader in development by enhancing and safeguarding its reputation, and supporting operational teams to achieve country outcomes. ECR's Partnerships and Practice Groups department builds relationships with external stakeholders and guides the external outreach, engagement and positioning of WBG thought leadership to help deliver development outcomes and country impact.

ECRPG manages communications and engagement within the World Bank's Equitable Growth, Finance and Institutions; Human Development; Infrastructure; and Sustainable Development Practice Groups and the Development Economics Vice Presidency. Through its Partnerships team (ECRPA), it works to facilitate and sustain private sector and philanthropic partnerships as well as strategic engagement with the think tank community to help the Bank Group deliver on its mission.

To date, the World Bank Group has partnered with over 100 foundations (e.g. Bill & Melinda Gates Foundation, Rockefeller Foundation, Hilton Foundation, JP Morgan, Bloomberg Philanthropies etc.), sharing knowledge and expertise as well as to mobilize financial contributions to support innovations, research and analytics through Trust Fund programs. Partnerships support Bank's operational priorities including on climate change, food security, education, health, digitalization, energy, and fragility. World Bank operational teams place high value on these cross-sector partnerships, benefit from the added knowledge and alignment on development priorities. With the unprecedent development challenges and shrinking Official Development Assistance (ODA), operational teams are keen to leverage and expand collaborations with nontraditional donors including the private sector and philanthropic community to find new approaches, test ideas and innovations. Philanthropic partners also recognize the important role the Bank plays within the broader development architecture, including the need to use a systems approach and advance sustainable solutions.

ECR's Partnerships Team notes an increased interest from external partners and operational teams to identify best practice collaboration models, provide advisory services related to partner identification, partnership design and relationship management to expand collaboration, innovation, and resources.

The Partnerships Team is seeking an External Affairs Officer to manage select global foundation and private sector partnerships and provide strategic and advisory support to internal teams on partnership

design and management. This role will support the Bank's ability to expand and facilitate innovative collaborations with non-traditional partners. S/he will report to Lead, Partnerships Team.

DUTIES AND RESPONSIBILITIES

Strategic communication, partnership development and management

- Directly develop and maintain select global partner relationships in support of institutional priorities including: COVID-19 response, human capital, women's economic empowerment, environmental sustainability, forced displacement, and economic inclusion, among others.
- Develop and systematically maintain relevant high-level contacts and networks with key private sector, foundation, and philanthropic leaders.
- Provide advisory services and strategic support to select operational and regional teams to support partnership design, strategies, and models.
- Design and manage cross sector collaborations, deep dives and initiatives between private sector/foundation partners and Bank teams.
- Collaborate and liaise with ECR's corporate, risk, regional, and GP communication teams to ensure alignment on engagement strategies and messaging
- Contribute to the development of the Team's strategic plans and work program on partnership building efforts with the corporate and philanthropic communities.
- Support the development of strategies and approaches for strengthening coordination and alignment across units on corporate and foundations partnerships.
- Support the development of management and learning tools/resources to strengthen corporate and philanthropic collaborations.
- Support high level events and engagements (e.g. spring and annual meetings) and prepare relevant briefing materials and talking points for senior management
- Other tasks as assigned.

Note:

The selected candidate will not be assigned to programs involving his/her own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- MBA or Master's degree or equivalent experience.
- At least 5-7 years' relevant experience in consulting, social impact, partnerships, and program management.
- Strong analytical and research experience in international development.
- Experience in developing and implementing multi-dimensional engagement strategies and partnerships with the business and/or philanthropic communities.
- Demonstrates ability to think strategically and rapidly analyze diverse information from varied sources.
- Demonstrates ability and the necessary personal organization skills to take initiative, personal ownership, and accountability to meet deadlines, work under pressure, and achieve agreed-upon results.
- Strong presentation skills, computer skills in MS Office (word, PowerPoint, excel etc.) and ability to deliver high-quality products under time pressure.
- Excellent writing and communications skills in English and proficiency in a second language (French, Portuguese, Arabic etc.).

- An excellent team player, with experience of working across functional teams; ability to work in a multicultural environment with minimal supervision.
- Experience in a Bank Region, a plus and willingness to travel.