



## **Global Social Service Workforce Alliance**

Role Description for Steering Committee Member focused on philanthropy and fundraising

### **Summary:**

The Global Social Service Workforce Alliance, at a time of growing inequality, social injustice and violence against children and women, needs to build its long-term capacity to help develop and strengthen the global workforce that is best placed to help individuals, children, families and communities to overcome these challenges, enhance their wellbeing and build resilience.

To help us achieve this mission, we are in search of one or two individuals to join our Steering Committee, who bring with them skills and contacts to enable long-term fundraising and development of strategic partnerships.

So, please contact us if you are someone who:

- Shares our commitment to promote and advocate for the often overlooked and poorly supported and recognised social service workforce, worldwide.
- Can help us identify and access new sources of funding, in particular long-term strategic funding of the Alliance's staff, platforms and core activities.
- Can help open doors to, and develop, new long-term strategic partnerships, that will help strengthen our impact and reach.

### **Background**

The Global Social Service Workforce Alliance is a non-profit network of 2900 members in 143 countries. It was officially launched as a network in 2013 having been developed as a result of commitments made at a global conference held in Cape Town in 2010, responding to the identified need for a platform and movement to promote and enable the strengthening of the overall social service workforce.

The Global Social Service Workforce Alliance (hereafter referred to as 'the Alliance') works toward a world where a well-planned, well-trained, and well-supported social service workforce (SSW) effectively delivers promising practices that improve the lives of vulnerable populations. The mission of the Alliance is to promote the knowledge and evidence, resources and tools, and political will and action needed to address key social service workforce challenges, especially within low- to middle-income countries.

The Alliance pursues this mission and vision by:

- Serving as a convener for an inclusive, representative network of stakeholders including government organizations, nongovernmental organizations, academic institutions, donor groups, professional associations and community practitioners to create a forum for discourse and collective learning.
- Advancing knowledge by deriving, organizing and disseminating critical evidence-based research, resources, tools, models and best practices.
- Advocating for workforce-supportive policy reforms at the global and national levels.

The Global Social Service Workforce Alliance is a fiscally sponsored social venture project of Tides Center, a 501(c)(3) non-profit foundation, registered in the USA, which supports the Alliance, among many other similar social ventures, through administrative, financial, legal, HR and advisory services. It is currently managed by two full-time staff, and one part-time grants manager, located in the US and Central Asia, and led and supported by a strong, diverse and globally distributed Steering Committee.

### **Context**

Since it was established, the Alliance's Steering Committee (SC) has included a diverse representation of senior experts, academics and experienced practitioners from the social services field. It is composed of members from different parts of the world, and from different sectors. Currently, the Committee includes 13 individuals based in 9 countries. In a recent assessment of current skills and experience, the Committee identified a gap in expertise in fundraising, including securing sustainable funding for an organisation through development of relations with individuals and organizational/Foundation donors .

A key challenge for the Alliance is that almost all its funding, both current and past, comes from time-bound and deliverable-driven grants and contracts, instead of unrestricted and individual funds. When these time-limited funding mechanisms end, there is a risk to the organisation's continuity and survival. So, our priority is to identify new, long-term and, ideally, unrestricted sources of funding, from private donors, trusts and foundations. We are looking for 1 – 2 individuals, who may be based anywhere in the world, to assist us.

### **Fundraising and partnerships development SC member - role description**

Key role and responsibilities:

1. Provide advice to the Steering Committee and Alliance staff in the area of philanthropy, with a focus on securing unrestricted income from trusts & foundations and individual donors.
2. Assist in securing additional funding and the diversification of funding sources by facilitating networking opportunities and introduction to potential donors or trusts.
3. Monitor decisions made at the Steering Committee in relation to fundraising and ensure that they are implemented.
4. Assist in developing a fundraising strategy of the organisation and also monitoring performance against fundraising targets.
5. Actively participate as the key Committee member developing a fundraising and partnerships sub-committee of the Steering Committee

6. Support specific fundraising activities with a particular focus on increasing unrestricted funding through individual giving and strategic partnerships, including with private donors, trusts and foundations.
7. Give advice on funding opportunities to pursue.

Required qualities, skills and experience:

In addition to skills, experience and contacts in fundraising and partnership development, this SC member should bring to the Alliance a skill set appropriate to the governance of the Alliance, including:

1. An understanding of the Alliance Steering Committee's legal duties, responsibilities and potential liabilities and a commitment to operate within them.
2. Willingness to facilitate introductions to the Alliance to support the organisation in expansion of its professional and fundraising reach.
3. Experience planning and running high profile events for fundraising and relationship management purposes.
4. Passionate about our cause and a willingness to bring personal contacts into our work.
5. Good, independent judgement.
6. The ability to operate at a strategic level.
7. An ability and willingness to work as a member of a team and to support other Committee members as well as staff.
8. Understanding and empathy with the alliance's vision, mission and values.
9. Impartiality, with the ability to respect confidentiality.
10. Strong governance capabilities.
11. Understanding of non-profit / civil society financial management, accounting and budgeting.
12. A clear commitment to the Alliance's values and beliefs and the fulfilment of its mission.

### **Commitment**

The Alliance Steering Committee holds 11 monthly online meetings of one hour duration, plus one half or full day annual meeting, usually held concurrent with the Alliance's annual symposium. The timing and format of the 2021 meeting have not yet been determined as we are currently operating remotely during COVID-19. There is also an HR committee which meets regularly, as well as ad hoc Steering Committee working groups to advise on specific initiatives or projects.

### **General specifications for Steering Committee members**

Steering Committee (SC) members are asked to use their specific skills, knowledge and professional experience to help the SC collectively reach sound decisions, this includes:

- Scrutinizing SC papers and actively contributing to SC discussion.
- Participating in relevant SC sub-committees or working groups.
- Responding to any request from the Director for advice and support, or from other team members on specific initiatives.
- Remaining conscious of any conflicts of loyalty or interest, and submitting annual conflict of interest declarations.

- Taking decisions solely in the best interests of the Alliance.

The SC's core governance responsibilities include:

- Ensuring the Alliance complies with its governing document, and all relevant legislation or regulations.
- Ensuring the Alliance pursues its objects as defined in its Mission.
- Safeguarding the reputation and values of the Alliance.
- Ensuring the financial stability of the Alliance and its effective and efficient administration.
- Protecting and managing the property of the Alliance and ensuring proper investment of funds.
- Appointing and monitoring the performance of the Director.
- Representing the Alliance externally, as and when suitable opportunities arise.

Selection criteria for Steering Committee members include being:

- Engaged in / knowledgeable of social service workforce strengthening initiatives and a recognized leader in this area or related areas important to the Alliance objectives and functions (knowledge development, advocacy, monitoring and evaluation, research, fundraising, communications, system strengthening, network governance).
- Representing an institution active in the Alliance's priority areas or is an independent, recognized actor in this area.
- Willingness to support the vision and mission of the Alliance.
- Ability to fulfill responsibilities outlined in the Steering Committee's Terms of Reference, and make a commitment of time and energy to the Alliance, such as:
  - (i) willingness of SC member's employing organization to become an Alliance member and commit support to the Alliance in the following ways: staff time (average estimated time is 10 hours per month), financial support to send representative to attend at least one in-person SC meeting per year and other financial contributions and forms of support as appropriate, and;
  - (ii) promoting the work of the Alliance to influence decision-makers and donors to increase their support for SSWS,
  - (iii) seeking funding for specific Alliance projects (as needed) and voluntary contributions.

Governance terms:

- Each Steering Committee member of the Alliance shall be elected to serve for a staggered term not to exceed three years, but no Steering Committee member shall be eligible to serve more than two full consecutive three-year terms.
- A Steering Committee member shall hold office for the term for which he or she was elected and through the end of the meeting at which his or her successor has been elected, or until the Steering Committee member's prior death, resignation or removal.
- It shall be the policy of the Steering Committee to review the status of any Steering Committee member who has not attended at least 75% of the meetings during any twelve-month period.
- Any vacancy occurring because of the death, resignation or removal of a Steering Committee member, or because of an increase in the number of members of the Steering Committee, shall be filled by the Steering Committee for the unexpired term of such Steering Committee member.

- Any Steering Committee member who has served two consecutive terms or who has resigned or been removed from his or her position as Steering Committee member, shall not be eligible for re-election for a period of one calendar year (365 days).