

VACANCY ANNOUNCEMENT:

Partnership Coordinator

The Partnerships Coordinator will manage the team of proposal writers and assistants to ensure that the cycle of proposals - from meetings, to search and vetting, selection, drafting and compiling, as well as quality control to submission - is well respected. The Partnerships Coordinator will work on ensuring policies and processes are adapted and ensure coordination with the programmes unit as well. The Partnerships Coordinator will work closely with Partnerships Officers as well to identify opportunities and support with proposals and bids.

The successful candidate will work on a full-time arrangement based in The Hague, Netherlands.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programs, and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia, and the United Arab Emirates, we are based in the regions we study.

We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations, and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team players who can add value from the very start, expand our knowledge, and help us maximise our social impact.

Tasks & Responsibilities

Objective 1 – Proposal team coordinator

- Coordinate proposal team meetings and work plans, ensure all pillars are on track and teams have a vision of their weekly prioritise, check-in and out processes (weekly)
- Quality control and problem-solving for the proposal team
- Coordinate with the Director of Partnerships on priorities and proposal selection (weekly)
- Check in monthly with the Pillar Leads and Director of Programmes to map out opportunities and improvements
- Report on key performance indicators (quarterly)
- Maintain an updated roster of external consultants, CVs and partners for inclusion in bids

Objective 2 – Secure New Business Through Quality Proposal Processes

- Promote Samuel Hall's competitive advantage and strategic positioning through proposal formats/content
- Identify opportunities for joint research bids with partners and consortia
- Draft, edit and/or review targeted proposals for submission in line with SH style guide and standards
- Meet regularly with the Director of Partnerships and Partnership Team to map opportunities and improvements
- Identify research grants for Samuel Hall
- Develop donor relations in the United Kingdom (UK)/ Europe/ United States of America (USA) and relations with the Hague Humanity Hub.
- Deliver complete grant proposals according to each donor's requirement
- Agree on fundraising targets with the Director of Partnerships

Objective 3 – Relationship and Partnership Building

- Meet regularly with the research team to map opportunities and to develop proactive concept notes and pitches for new projects outside of the Request for Proposal (RFP) process.
- Prepare materials and briefing documents ahead of partner, donor and networking meetings.
- Develop corporate and technical fact sheets on different clients for institutional memory – bringing your own creative and strategic ideas to shape SH's growth strategy.
- Maintain an updated database of partners, generated leads, procurement websites and login details.
- Draft and contribute to positioning pieces to enable regular and effective partner engagement.

Opportunities for Growth

Working at Samuel Hall means contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation, and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

Vacancy Requirements

Required

- Excellent spoken and written skills in English (French, Arabic and additional languages a plus).
- Strong presentation and speaking skills, with the ability to build strong professional relationships.
- Keen attention to detail - we work with governments, donors and international organisations that expect high standards.
- Ability to be patient and to work well within a global team
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines
- A minimum of 4 years of relevant experience (e.g. developing and writing proposals, business plans/cases, concept papers, briefs, executive summaries, relationship and stakeholder management etc.)
- Demonstrated interest in humanitarian and development work, foreign affairs
- Demonstrated interest in networking, relationship-building and marketing
- Past experience specific to the Middle East and North Africa, Central/South Asia and/or the East and Horn of Africa
- Familiarity with Microsoft Word, PowerPoint, the Google Suite, Twitter and LinkedIn

Desirable

- A Master's degree in a relevant field
- Prior knowledge of research in contexts of migration, displacement, and international development.
- Proven experience in writing for professional purposes
- Knowledge of key donors, institutional frameworks and stakeholders

Location	The Hague, Netherlands
Position	Partnerships Coordinator
Contract Duration	12 months, with a 6-month trial period
Vacancy Closure	Open until filled
How to apply	All applicants should follow this link to apply: https://app.testgorilla.com/s/zzkb2nb5

Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews will be conducted on a rolling basis.