

Accountability. Innovation. Collaboration. Localisation.

Vacancy: Alliance Manager

Dutch Relief Alliance Board of Directors Position

32 hours per week | The Netherlands | Position contracted by Cordaid

Do you believe in the power of collaboration, where unique strengths of a global partnership come together to deliver efficient and effective humanitarian assistance? Join the Dutch Relief Alliance and make a meaningful impact by providing life-saving support to people affected by crises worldwide!

About the Dutch Relief Alliance:

The Dutch Relief Alliance is a coalition of 14 Dutch humanitarian organisations that work in partnership with the Netherlands' Ministry of Foreign Affairs and over 100 local organisations. The Dutch Relief Alliance works in humanitarian crises to deliver equitable humanitarian relief: life-saving assistance based on solid humanitarian response plans and best practices. The alliance is also a platform for learning, exchange and humanitarian innovation. For more information about the alliance:

www.dutchrelief.org

What will you do as Alliance Manager?

The Alliance Manager, together with the Chair and Crisis Response Manager comprise the Board of Directors (BoD) of the Dutch Relief Alliance. The BoD is responsible for good governance of the Foundation 'Beheer Subsidiegelden Dutch Relief Alliance' as well as the Dutch Relief Alliance partnership.

As Alliance Manager, you oversee all internal processes and support the overall implementation of the DRA strategy, ensuring smooth operations within the Alliance. This includes among others overseeing budgets, ensuring compliance, internal communication and driving efficiency.

- Oversee the day-to-day operations of the Stichting Beheer Subsidiegelden Dutch Relief Alliance, ensuring that all processes are aligned with the Alliance's strategic objectives, compliance and governance framework.
- Drive the execution of strategic initiatives in collaboration with the BoD, Working Groups, Task Forces, Officers, and other stakeholders, ensuring effective process management, appropriate resource allocation, and the timely delivery of projects within budget. Identify strategic opportunities for collaboration, learning, advocacy, and fundraising in collaboration with the Working Groups and Task Forces.
- Advance the DRA's commitment to locally led humanitarian action by strengthening local actors' influence in alliance decisions and promoting equitable partnerships, shared decision-making and fair access to resources.
- Together with the Finance Officer, Finance Working Group and Audit and Risk Committee to oversee the financial management of the DRA, including

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budgeting, financial reporting, and audit processes. Ensure that the DRA's financial practices are sound, transparent, and in line with best practices in the humanitarian sector.

- Recruit, lead and mentor the DRA team, interns and working group chairs assigned, fostering a culture of collaboration, innovation and continuous improvement.
- Collaborate with the Chair on meeting planning, agenda development and content preparation, and ensure that decisions are accurately documented and appropriately recorded.
- Liaise with the Ministry of Foreign Affairs on DRA matters as appropriate as well as with external stakeholders.

Who are you?

- **Operational Excellence:** Strong proven ability to manage the operational aspects of an organisation, including overseeing budgets, ensuring compliance, and driving internal efficiencies. Skilled in developing and implementing policies and procedures that enhance organisational effectiveness.
- **Financial Management:** Competent in financial oversight, including budgeting, financial reporting, and risk management. Ability to work closely with financial teams to ensure sound financial practices and compliance with donor requirements.
- **Strategic Leadership:** Capable of aligning operational activities with long-term strategic goals, ensuring that initiatives are executed effectively and within budget. Strong decision-making and problem-solving skills, with the ability to anticipate challenges and develop proactive solutions.
- **Demonstrated experience in equitable partnerships** with local and national humanitarian organisations, with the ability to translate localisation commitments into practical changes in decision-making, funding and accountability to crisis-affected communities.
- **Team Leadership and Collaboration:** Proven ability to lead and mentor diverse teams, fostering a collaborative and innovative work environment. Strong interpersonal skills, with a focus on building relationships and facilitating teamwork across different groups.

Good governance is fundamental to the role, ensuring the BoD operates with integrity, transparency, and accountability. The BoD members will be expected to uphold the highest standards of ethical behaviour, actively engage in strategic decision-making, and provide diligent oversight of the DRA operations. The commitment to good governance will involve fostering a culture of open communication, ensuring compliance with legal and regulatory requirements, and safeguarding the Alliance assets and reputation.

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The role requires 32 hours per week, with flexibility to work outside of standard office hours during acute crisis responses. The Alliance Manager must be available to respond promptly to urgent situations as they arise.

What's on your resume?

- At least 7 years of relevant experience in humanitarian assistance, including substantial management responsibility (strategic planning, operational leadership and compliance). Practical experience in crisis-affected contexts and a strong understanding of humanitarian principles, response coordination and operational challenges is essential.
- Proven ability working with government bodies, particularly within the humanitarian sector, and managing relationships with a wide range of stakeholders including international donors and NGOs.
- Demonstrated success in managing large-scale projects, including budgeting, financial oversight, and ensuring compliance with donor and regulatory requirements.
- Knowledge of best practices in compliance and the ability to ensure that all organisational activities adhere to relevant legal and regulatory standards.
- Fluent in English; Dutch language skills are an advantage.
- Good MS office skills (Word, Excel, Teams)
- Affinity with the not-for-profit sector including with Alliances and Foundations
- Entitled to work in the Netherlands.

What do we have to offer you?

- A meaningful role in which you can contribute to provide aid where it is needed the most.
- A gross monthly salary of € 4.885,- up to € 7.078,- (based on a 36-hour week), 8% holiday allowance and 8.3% end of year allowance, depending on years of relevant experience.
- A hybrid work environment with an office in the city centre of The Hague.
- Telephone, commuting and working from home allowances.
- Flexible working conditions.
- Pension scheme with Zorg & Welzijn pension fund.
- An engaging setting that is constantly evolving. That means a place where you can be yourself, shape change and grow.
- This is a grant-dependent position that will initially be offered on a one-year fixed-term contract. Subject to satisfactory performance and the continuation of funding, the contract may be extended. The anticipated grant period runs from 1 January 2027 to 31 December 2031.

Application procedure:

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Are you excited? Send your application before October 29 via office@dutchrelief.org. In your application, please submit your CV and motivation letter and confirm in the email that you are entitled to work in the Netherlands.

The vacancy may close earlier if a sufficient number of applications is received, so we encourage interested candidates to apply as soon as possible.

We particularly encourage applications from candidates from the Global South and those with experience working for local or national humanitarian organisations, provided that candidates hold a valid work permit for the European Union.

If you have any questions about the job, please contact office@dutchrelief.org

Offers are subject to positive references and the submission of a recent Certificate of Good Conduct (VOG). We purchase standardized references when you apply for a job with us. By applying you agree to this.