

Hiring:

Strategic Partnerships and Coordination Officer

Dag Hammarskjöld Foundation

The Dag Hammarskjöld Foundation, (Stiftelsen Dag Hammarskjölds Minnesfond), is a non-governmental organisation established in 1962 in memory of the second Secretary-General of the United Nations. It aims to advance dialogue and policy for sustainable development and peace. The Foundation is not a grant-giving institution, and is autonomous and unaffiliated with any political, religious or ideological groups. Its work is guided by respect for and alignment to the principles outlined in the UN Charter.

The Foundation is governed by a Board of Trustees. The work of the Foundation is carried out by a permanent Secretariat based in Uppsala. The work of the Dag Hammarskjöld Foundation is anchored in its Statutes and guided by a Strategic Framework with three thematic areas to focus its engagement. The Dag Hammarskjöld Foundation is a values-based organisation, and its employees should share its vision and ideals and understand what it means to work in and represent Hammarskjöld's legacy in an international context. The working language is English.

Dag Hammarskjöld Foundation is a “think-and-do-tank” with a focus on effective multilateralism with the UN at the center. The Foundation works in the legacy of the second Secretary General Dag Hammarskjöld to advance dialogue, principled policy, and effective practice for sustainable development and peace. The Foundation works with the UN, its Member States and other key stakeholders required to make the UN's work effective, transparent and accountable.

The Foundation's pathways to impact are as a **producer of evidence-based knowledge, facilitator of key stakeholder dialogues, and trainer of multilateral leaders.**

We recognise that development action must result in change where it is most needed – at local and country level and that it must be driven by local actors with support from multilateral stakeholders. Therefore, we work to actively link global policy and implementation through analysis and facilitation, exchange, learning and inclusive dialogue.

As a small organisation the Foundation strives to balance clarity and predictability of work, with agility, responsiveness and relevance in delivery. All staff have a focus in one programme area and should be prepared to support others. The priorities and distribution of tasks and designated human resources are agreed upon in the Annual Work Programme, approved by the Board of the Foundation. For more information about the Foundation see: www.daghammarskjold.se.

Description of the position

The Strategic Partnerships and Coordination Officer supports the Executive Director in advancing the Foundation's strategic and funding partnerships and in coordinating the Executive Director's internal and external responsibilities. The role combines three areas: the development of strategic partnerships; resource mobilisation through funding partnerships; and direct support to the Executive Director in planning and follow-up.

The role is exercised within the framework of the Foundation's Strategic Partnership Approach 2026–2029. It develops value-based partnerships that advance co-creation, convening, and principled multilateralism, while diversifying and securing the Foundation's resource base in ways that safeguard its independence, impartiality, and credibility.

As an operating body largely supported by Official Development Assistance, the Foundation mobilises resources primarily through strategic and funding partnerships and quality funding — core and softly earmarked — rather than through public fundraising. In line with the Strategic Partnership Approach, funding partners are engaged as substantive collaborators rather than as funders alone, many of them bringing valuable networks and expertise of their own.

Responsibilities and Tasks

Responsibilities include the following, organised across the three areas of the role:

Strategic partnerships

- Support implementation of the Strategic Partnership Approach 2026–2029, including deepening collaboration with the Swedish Ministry for Foreign Affairs as the Foundation's key strategic partner and cultivating engagement with “medium powers” and G77 nations supportive of the United Nations. Broadening the Foundation's partnerships in this way is important to its impartiality between Member States, which is essential to its contribution to multilateral impact.
- Identify, assess, and help develop value-based partnerships with UN entities, Member States, philanthropic organisations, and selected private-sector actors aligned with the Foundation's mission and values.
- Support the partnership lifecycle — from initial assessment and due diligence through formalisation, joint review, and responsible exit — applying a conflict-sensitive and risk-informed approach.
- Support the feasibility assessment and possible establishment of a Strategic Partnership Advisory Council bringing together key partners, funding partners, and G77 stakeholders.
- Provide partnership intelligence and analysis of the multilateral funding and policy landscape to inform decision-making by the Executive Director and Management Team.
- Maintain partnership records, contacts, and reporting through the Foundation's Partnership/Customer Relationship Management (P/CRM) system, and support the management of contracts, memoranda of understanding (MoUs), letters of intent, and similar partnership commitments.

Strategic funding partnerships and resource mobilisation

- Support the diversification and strengthening of the Foundation’s resource base through multi-year and core or softly earmarked quality funding partnerships, safeguarding the Foundation’s independence and impartiality.
- Develop and manage a pipeline of prospective funding partnerships — tracking opportunities, engagement status, and follow-up — and report against agreed partnership and resource-mobilisation indicators.
- Prepare high-quality partnership concepts, proposals, and funding agreements in close collaboration with programme teams, ensuring alignment with partner priorities, compliance requirements, and the Foundation’s values.
- Coordinate timely and high-quality reporting to funding partners, harmonised with the Foundation’s quarterly Monitoring, Evaluation and Learning (MEL) cycle.
- Coordinate the Foundation’s application of the funding flow-chart and criteria for exceptional project funding, including adequate recovery of administrative costs, when assessing project-specific opportunities.
- Monitor trends in multilateral, bilateral, and philanthropic financing to inform the Foundation’s resource-mobilisation strategy.

Support to the Executive Director (internal and external)

- Support the Executive Director in planning, preparing, and following up on internal and external engagements, including meetings, representation, and travel to the Foundation’s primary destinations (New York, Nairobi, Geneva, and other capitals).
- Coordinate the preparation of briefing materials, talking points, correspondence, and follow-up actions for the Executive Director’s strategic and partnership engagements.
- Support the Executive Director as a liaison with the Board of Trustees and the Management Group, including the preparation and follow-up of meetings and decisions.
- Track and follow up on commitments and action points across the Executive Director’s portfolio to support timely and reliable delivery.
- Contribute to the coordination of the Foundation’s strategic and organisational development processes — including programming and results-based management — as directed by the Executive Director.

Additional tasks in support of work programmes may be assigned by the Executive Director.

Qualifications

This role offers significant scope for professional growth and is well suited to a candidate at an early stage of their career. The successful candidate is expected to bring:

- A Bachelor’s degree in a relevant field (e.g. social or political science, international relations), or equivalent qualifications otherwise acquired.
- A minimum of three years’ professional experience in partnerships, resource mobilisation, programme, or related roles.
- Relevant experience in partnership development and resource mobilisation, ideally gained in or in relation to a multilateral, international non-governmental, think-tank, or public-sector environment.
- Strong relationship-building skills and the ability to engage credibly with institutional and funding partners.
- A good understanding of multilateral and bilateral funding mechanisms and quality funding modalities, including the Swedish Ministry for Foreign Affairs, Sida, UN

entities, EU institutions, and philanthropic foundations, and their associated compliance and reporting requirements.

- Experience contributing to partnership concepts, proposals, or agreements.
- Knowledge of results-based management (RBM) and its application to programming, planning, and reporting.
- Familiarity with values-based and conflict-sensitive partnership approaches, and with the principles of independence and impartiality central to the Foundation's mandate.
- Strong organisational and coordination skills, with the ability to support the Executive Director across a demanding internal and external portfolio.
- Excellent analytical and communication skills, with the ability to translate insight into clear, actionable recommendations.
- Excellent command of English. Good command of Swedish is an asset.
- Proficiency with digital collaboration, analysis, and relationship-management tools (e.g. Microsoft Teams, SharePoint, AI tools, and P/CRM systems).
- A valid work permit for Sweden at the time of application.

Merits

- A Master's degree or other advanced graduate degree in a relevant field.
- Experience working with or within an international organisation, preferably within the UN system.
- Field or professional experience from multilateral cooperation.
- Familiarity with the Swedish and Nordic development-cooperation landscape and its key donors.

Personal qualities

The role requires a person who:

- Exercises discretion, sound judgement, and integrity when handling sensitive relationships and information.
- Builds trust and works effectively across cultures, institutions, and levels of seniority.
- Is highly organised and reliable, with strong attention to follow-up.
- Balances strategic thinking with hands-on coordination and delivery.
- Works well in collaboration, while also taking initiative and responsibility independently.
- Maintains professionalism, enthusiasm, and clear priorities in a fast-paced international environment.
- Demonstrates curiosity and a willingness to learn and grow into the role.
- Shares and acts in line with the Foundation's values and commitment to dialogue, inclusiveness, and principled multilateralism.

Reporting and Relations

The Strategic Partnerships and Coordination Officer:

- Reports to the Executive Director.
- Supports the Executive Director's engagement with the Board of Trustees and the Management Group.
- Works closely with the Deputy Executive Director, Team Leads, programme staff, and administrative staff.

- Liaises and collaborates with the Communication team, Senior Advisors, and other consultants to the Foundation.
- Engages, in support of and on behalf of the Executive Director, with the Foundation's strategic and funding partners, including UN entities, Member States, and philanthropic foundations.

Terms of employment

- The Strategic Partnerships and Coordination Officer will be based at the Foundation's office in Uppsala, Sweden, with some international travel as required. The role requires presence at the Uppsala office at least three days a week, and more when the work so requires.
- The Foundation offers flexible working hours and supports a healthy work-life balance.
- The Foundation has a collective agreement through Fremia, covering salaried employees in civil society, including pension ITP1.
- At the Foundation, we believe that a healthy work-life balance and long-term wellbeing are key to thriving at work. That's why we offer vacation benefits that go beyond the statutory requirements of the Swedish Annual Leave Act:
 - 28 vacation days per year up to the age of 29
 - 31 vacation days per year from the age of 30
 - 35 vacation days per year from the age of 40
- In addition, you will also enjoy:
 - An occupational pension in line with collective agreements
 - A wellness allowance of SEK 4,500 per year to support your health and wellbeing
- This is a permanent position (tillsvidareanställning), subject to the availability of funds, and includes a six-month probation period for mutual assessment.
- Salary as per agreement.
- Applicants must hold a valid work permit for Sweden at the time of application. The Foundation is unable to support or assist with relocation.
- The Foundation is an equal-opportunity employer and welcomes applications from candidates of all backgrounds.
- The starting date is 1 November or depending on the final candidate's availability with the latest start date being January 1, 2027.

Application procedure

Please send a cover letter motivating why you would be the best candidate for this position (no more than one page) and your CV to: recruitment@daghammarskjold.se with the subject heading 'Strategic Partnerships and Coordination Officer'.

Deadline: Friday, 7 August 2026.

For questions, please contact Björn Holmberg, Executive Director: bjorn.holmberg@daghammarskjold.se with the subject heading 'Strategic Partnerships and Coordination Officer'.