

# Vacancy Announcement

**Position Title: Manager, Partnerships**

**Location: New Delhi**

**Duration: One year and will be extended subject to satisfactory performance**

**Reporting to: Executive Director**

## **About Population Foundation of India (PFI)**

The Population Foundation of India (PFI) is a national non-government organization at the forefront of policy advocacy and research on population, health and development issues in the country. Today, PFI leads advocacy efforts and works as a think-tank dedicated to promoting and advocating effective formulation and implementation of gender sensitive population, health and development policies, strategies, and programs in the country. Knowledge Management is one of the organizational strategies to generate the evidences and inform the advocacy efforts of PFI.

Besides implementing projects, PFI has played a significant role in giving grants to Indian non-government organizations. Since its inception, PFI has funded more than 375 projects across the country and continues to make grants focusing on its priority areas. The projects aim to reach the most marginalized, vulnerable and underserved communities, with poor demographic and socio-economic indicators when compared to the rest of the country. Over the years, PFI has played a catalytic role to create an enabling environment for policy advocacy on issues relating to gender equality, women empowerment and other social determinants. PFI is committed to serving the economically weak and marginalized sections of society in the high priority districts (HPDs) with poor socio-health-demographic indicators.

## **Job Summary**

Under the guidance of the Executive Director, the Manager Partnerships will be responsible for coordination and management of a sustainability strategy for PFI's key programs to engage relevant partners and raise the necessary funds. The Manager Partnerships will be responsible for the engagement of private partners and donors. The Manager Partnerships will also play a critical role in expanding PFI's convening role and supporting the ED's office to facilitate and create an enabling environment for the ED's effective external relationship with diverse groups of stakeholders.

## **Key Responsibilities**

### **Increase and diversify PFI donor base**

- Establish relationship with new donors and sustain existing donor base
- Establish effective alliances with corporates who can share the responsibility for the implementation of the actions proposed by PFI
- External Relationship management: Maintain relationships with Donors and Partners
- Track developments within funding organizations and the changing landscape.
- Funding and Partnership Opportunities: Explore and keep an eye on new opportunities for funding and partnerships
- Draft / develop concept notes and proposals for potential donors along with other key materials.
- Follow up action on funding and partnerships opportunities following your meetings and pitches
- Ensure development and availability of key materials for pitches and meetings with Partners, Donors and potential funders.
- Develop ideas for increased collaborative engagement with donors and partners

- Participate in meetings with donors

#### **Donor compliance**

- Ensure reporting, visibility and other compliances are adhered to and communicated to the PFI program teams.
- Coordinating with the relevant teams for developing and presentation of reports and periodical updates to donors

#### **Expand PFI's convening role**

- Identify opportunities for increasing PFI's convening role
- Identify, assign responsibilities and supervise staff for events hosted by PFI and prepare internal work-plans for events

#### **Identification of Funding/ Sustainability needs**

- Work with Program teams to track their funding and partnership requirements
- Match the program requirements with funding priorities from the funder landscaping to identify best possible funding opportunities and create a funding plan.
- Based on the funder landscape and fund raising strategy, develop and execute a fund raising plan
- Support the fund raising committee in the completion of its mandate.

#### **Support the management of ED's office**

- Support the existing staff in ED's office in strengthening the liaison and follow up with PFI staff for various deliverables
- Facilitate and create an enabling environment for the ED's effective external relationship with diverse groups of stakeholders
- Ensure timely coordination with internal staff and external stakeholders for ED's participation in events / meetings and preparation of relevant documents, presentations, talking points.

#### **Any other task given by PFI**

To be assigned other tasks mutually agreed with the Executive Director and at time with other Sr Management team members

#### **Educational Qualifications & Functional / Technical Skills**

- Master's degree in Marketing/ Communications/ Business Management/ Social Sciences/ International Relations/ Public Health/ Education/ Communications or other related fields.
- Proven skills in information, communication, networking, advocacy and ability to relate to donors and mass media.
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills.
- Good analytical, negotiating, communication (verbal and written) and advocacy skills.

#### **Relevant Experience (Type of experience and minimum number of years)**

- Five to Seven years of professional work experience with progressively increasing responsibilities in fundraising or marketing; of which three years should be at a management level with the development sector.
- Understanding of corporate social responsibility an asset.

#### **Other requirements (Behavioral etc.)**

- Familiarity with current political, social and economic trends in the region.

- Good Team player and flexible about the challenges of working in a fast- paced environment with shifting priorities.
- Good writing and presentation skills
- Highly organized, with the proven ability to work independently.
- Ability to prioritize and complete multiple projects and meet deadlines.
- Ability to maintain consistent attention to details.
- Ability to work in and with diverse communities.

**How to Apply**

Please send your updated CV with a covering letter describing your suitability for the position to [hrpfi@populationfoundation.in](mailto:hrpfi@populationfoundation.in) latest by October 28, 2017. Please mention the position **“Manager, Partnerships”** in the subject line of your e-mail. Only shortlisted candidate will be contacted.