

Employment & Strategic Partnerships Officer

Program: Ability Based Livelihoods Empowerment (ABLE)

Position: Employment & Strategic Partnerships Officer

Location: Gurgaon (1)

Nature of Employment: Consultancy Contract

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at www.AIF.org

Program Background:

SBI Foundation-Microsoft and AIF have collaborated for a project focusing on creating career pathways for 500 persons with disabilities in the digitally transformed BFSI Sector. During Covid-19 pandemic, the employment scenario has seen a kind of transformation with the "new normal" situation driving the way companies are operating. This has a strong bearing on their employees as well as future HR strategies.

Job Summary:

This position with the ABLE – Livelihoods team will contribute to positioning AIF Livelihoods as a credible CSR network, implementation and knowledge partner for corporates. The position is responsible for building and maintaining relationships with prospective and current donors/corporate of Livelihoods vertical of AIF. The incumbent will also be responsible for identifying relationship building opportunities with the donor ecosystem including but not limited to corporates, foundations, Industry bodies such as Chambers of Commerce, Governments, empanelment bodies and academic institutions.

Key Roles and Responsibilities:

I. Prospecting and building a database

The incumbent will take the lead in identifying partnership possibilities for Livelihoods vertical of AIF by researching the CSR landscape and matching CSR thematic and geographic focus areas with program priorities. S/he will build a robust database of prospective clients that can be leveraged for program expansion in line with the India Country Strategy.

II. Build relationships with donor ecosystem.

Using the leads generated from the database, the incumbent will work with the Manager-Strategic Partnerships and Director (as required and needed) to take the conversation forward and convert

the relationship. In the course of this activity, s/he will be expected to work on proposals and presentations independently and, as needed, under supervision of the Program Manager. This position is also expected to track and identify events and conferences where AIF can participate; facilitate application to Empanelment and Awards etc.

III. Documentation and reporting

The position will work closely with Program Manager to facilitate donor reporting, preparing presentations and project funding proposals.

IV. Employer Engagement

1. Lead Employer Engagement efforts of the project
2. Create and maintain a database of employers already hiring PWDs and those interested in hiring PWD employees
3. Establish connect with employers to increase employment of PWDs
4. Add new employers by at least 25% year on year to expand employment avenues for PWDs
5. Organize exposure visits / placement drives / job-fairs to engage employers and create employment
6. Drive Employer Connect for the Program and its partners
7. Organize Employer Sensitization Seminars
8. Organize Disability Sensitization Workshops in Corporates
9. Support partners and implementation team with leads on employment opportunities
10. Provide employment services to the employers

Key skills and competencies:

- Graduate Degree in Social Sciences/ International Management/ Business Administration/ Communication, with minimum 2 years of experience.
- Excellent written and verbal communication skills; sound representational abilities
- Proficient in MS Word, MS PowerPoint and MS Excel
- Ability to work with cross functional teams
- Ability to identify opportunities and proactively respond to them
- Entrepreneurial and innovative in approach to the management of objectives; High level of energy and commitment to excel
- Basic understanding of national/international developmental issues; with belief in 'principles of partnership' for development
- Ability to manage emotions and exercise tact and persuasion in handling relationships supplemented with the ability to manage expectations
- Exhibits self-awareness and personal management skills.
- High personal and professional integrity
- Willingness to travel

Reporting: The position will directly report to Program Manager - ABLE (Livelihoods)

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV, mentioning current and expected CTC along with notice period to indiarecruitments@aif.org with subject line “**Employment & Strategic Partnerships Officer**” by 15th July 2020.

Only applications of shortlisted candidates will be acknowledged.