

## **American India Foundation (AIF) – Officer - Strategic Partnerships**

**Position:** Officer - Strategic Partnerships

**Function:** Strategic Partnerships

**Location:** Gurugram

**Reporting:** Director- Strategic Partnerships

### **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 9.2 million lives across 29 states of India. Learn more at [www.AIF.org](http://www.AIF.org)

### **Job Summary:**

The Strategic Partnerships Officer will be responsible for supporting the Strategic partnership team with all donor related requirements and communication. This includes coordinating with internal departments and teams for all reports related to finance and program. The person will be responsible for making internal MIS and other related required to be maintained by the SP team. The Strategic Partnerships Officer will also coordinate with program teams, finance and other stakeholders for proposals and ensure that these meet the required norms for a quality proposal to be submitted to potential corporate partners.

### **Key Roles & Responsibilities:**

In order to achieve the resource development and fundraising targets for the year, the Strategic Partnerships Officer will be required to discharge the following essential functions:

### **Coordination and Support:**

- The role will involve coordinating with internal depts of AIF including finance, program, admin and communications for meeting the deliverables committed to existing and potential donors, namely getting the MoU approved by various internal teams, sharing the grant request letter with the timelines mentioned in the MoU, sharing data for 80G receipts, coordinating with the finance dept for utilization certificates as per the commitment and making note of the same. Coordinating with the communication team for branding related commitments to the donor.

### **Business and relationship development:**

- The Strategic Partnerships Officer will research and identify list of potential donor basis the spends, thematic alignment and key focus areas for the team.

- The role will also involve managing predetermined key existing donor portfolio and will be responsible for end to end communication with the donor including sourcing of funds, initiating conversations for multi -year partnerships, renewal and all other related requirements as agreed the donor.

**Maintaining MIS and execute plan for donor management:**

- The incumbent will be required to maintain MIS for all potential and existing donors in the formats agreed with the Director Strategic Partnerships and publish within the team on weekly/fortnight/ monthly basis and also maintain a comprehensive database of corporate partners and implement a plan for managing such relationships in close coordination with Director-Strategic Partnerships.

**Key Qualifications, Skills and Experience:**

- ☐ A suitable undergraduate degree is a basic requirement however a Post-Graduate degree will be desirable, preferably an MBA.
- ☐ 3-4 years of experience in Corporate Fundraising/Marketing/Client Services/Business Development with a basic knowledge of mass communications, brand building, marketing.
- ☐ Donor and/or Client Relationship Management (CRM) experience with Corporates, Corporate Executives, and people of influence and affluence.
- ☐ Excellent written and verbal communication skills in English; sound personal presentation and proposal skills
- ☐ Proficient in MS Word, MS PowerPoint and MS Excel
- ☐ Interest in research
- ☐ Organizational ability, with a vision to institutionalize processes and systems with an ability to work with cross functional team and build consensus
- ☐ Ability to manage emotions and exercise tact and persuasion in handling relationships;
- ☐ Ability to manage expectations and resolve conflicts
- ☐ Exhibits self-awareness and personal management skills.
- ☐ High personal and professional integrity
- ☐ Willingness to travel

**Relationships:**

- ☐ Position reports into: Director, Strategic Partnerships
- ☐ Relationships: Program teams, Finance and Communications Team.

**Other:** Salary commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with the current and expected salary to [sprecruitments@aif.org](mailto:sprecruitments@aif.org) with subject line **“Officer- Strategic Partnerships”**.

Deadline for applications: **20<sup>th</sup> May,2022**

Only applications of shortlisted candidates will be acknowledged.