

American India Foundation (AIF) – Manager - Strategic Partnerships

Position: Manager - 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 6.7 million lives across 26 states of India. Learn more at www.AIF.org

Position Summary:

The Manager-Strategic Partnerships will be responsible for mobilizing corporate support through strategic partnerships and relationships and to contribute resources to AIF's programs in India. Working closely with the Director –Strategic Partnerships, she/he will initiate and drive conversations with potential corporate donors and take these to their logical conclusion. The Manager-Strategic Partnerships 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.

Essential functions:

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

1. Business and relationship development:

The Manager-Strategic Partnerships will research and identify and maintain a healthy pipeline of potential corporate partners at all times. She/He will initiate conversations with these prospects and establish relationships with key decision makers primarily in the corporate social responsibility and sustainability domain.

2. Proposal development, submission and follow up:

The incumbent will be required to coordinate with stakeholders such as Program teams, finance etc in order to develop and submit quality funding proposals for AIF programs. Other functions include following up with proposals sent, coordinating signing of MoUs, completing documentation needed for closing the funding, coordination with finance team for inward receipts of funds, organizing documentation needed for donors in response to the funds received etc.

3. Put together and execute a plan for strategic partnerships data and donor management system:

The Manager-Strategic Partnerships will be also be responsible to 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.
- 5-7 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.
- Experience in proposal writing/program design.
- Excellent communication skills in English.
- 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.
- Entrepreneurial and innovative in approach to the management of objectives; High level of energy and commitment to excel.
- 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; 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** with subject line **“Manager - Strategic Partnerships”**.

Deadline for applications: 15th June, 2022

Only applications of shortlisted candidates will be acknowledged.