

JOB DESCRIPTION

Position:	Consultant (Grant Writing Associate)	Program:	Livelihoods
Location:	NOIDA/Gurugram	Reporting Relationship:	Head-Strategic Initiatives
Nature of Employment:	Consultancy for 11 months	Number of Positions:	One

ORGANIZATION'S BACKGROUND:

The American India Foundation (AIF) 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.

Working closely with local communities, AIF develops and tests innovative solutions in partnership with NGOs and Governments to create and scale sustainable impact. Founded in 2001, at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 12.9 million of India's poor since then. With offices in New York, California, and Delhi NCR, twelve chapters across the U.S., AIF is transforming lives across 35 States and Union Territories of India while addressing issues in the field of education, health, livelihoods, and nurturing the next generation of leaders committed to impactful change. Learn more at www.aif.org

ABOUT LIVELIHOODS PROGRAM:

AIF's Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has, directly and indirectly, reached more than 1.4 million beneficiaries. To enable a razor-sharp focus on the country's livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program's 'Vision 2030' focuses on seven "Pathways to Impact" with the goal of creating two million livelihoods and overall reaching out to ten million lives.

PATHWAYS TO EMPACT

1. MAST 2.0: Provide Market Aligned Skills Training and Employment as per need of the geography
2. ABLE 2.0: Create Career Pathways for Persons with Disabilities
3. Entreprerana: Create Sustainable Income for Street Vendors
4. Engage to Empower: Create Aspirational Career Pathways for Youth and Women
5. Harit Jeevika: Create Sustainable Green Livelihoods
6. Aatmnirbhar: Create Sustainable Rural Livelihoods for Migrant Families or Women
7. Grameen Jobs: Create remote/multi skills jobs for rural youth within their local areas.

Role Overview:

The Incumbent will be involved in the early-stage development of this organization and utilize entrepreneurial skills to develop the organizations' systems, processes and assist the CEO in devising the long-term growth strategy and preparing winning proposals to be submitted to potential donors and partners. Grant Writing Associate will also be responsible for supporting key communications functions through managing content and serving a key role in communications operations.

KEY RESPONSIBILITIES :

Business and Relationship Development:

- Grant Writing Associate will work on proposal and concept note development for identified funding opportunities in coordination with the strategic partnerships team of AIF to maintain a healthy pipeline of potential corporate, institutional grants, impact investors, foundation, and Government partners always.
- Perform research on foundations and corporations to evaluate prospects for corporate and foundation grants.

Proposal Development, Submission and follow up:

- Draft grant proposals by identifying and clarifying opportunities and needs, studying Request for proposals (RFPs).
- Meeting proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Liaise with program team, finance, strategic partnership, and other internal stakeholders to collect inputs on partners' project proposals and work collaboratively with partners to finalize project descriptions, budgets, work plans and monitoring and evaluation plans.
- 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.

Govt. Projects Fund Raising:

- End-to-end management of Govt. projects fund raising initiatives including submitting applications, completing documentation needed for closing the funding, liaison with Govt. employees, etc.

Other Fundraising Initiatives:

- Build sustained long-term interface and linkages with existing donors and involve them at various stages of the program by forging closer tie-ups.
- Build linkages with government, NGOs, financial institutions to leverage resource. Design proposal framework according to the financial inclusion strategy and connect with various funders, when required.
- Research and identify funding opportunities for the programs under livelihood that cuts across social entrepreneurship and employment pathways.
- Work closely with Strategic Partnerships to write effective Concept notes at a regular interval and catalyze the overall development process.

Donor Reporting:

- Regular donor reporting and oversee the quality of reports being submitted to key donors.
- Fulfilling documentation requirements of existing donors on a regular basis
- Provide stewardship to current donors to provide regular written updates (newsletters etc.) to corporate and foundation donors.
- Accountable for quality and timely donor reporting.

DESIRED SKILLS :

1. Proven graphic designing experience.
2. A strong portfolio of illustrations or other graphics
3. Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, and Photoshop)
4. A keen eye for aesthetics and details
5. Ability to work methodically and meet deadlines.
6. A degree in graphic design or a relevant field is a plus.

DESIRED QUALIFICATIONS & EXPERIENCE:

- Graduate with 2 – 7 years of experience in grant writing in social sector
- Donor and/or Client Relationship Management (CRM) experience with Corporates, Corporate Executives, and people of influence and affluence
- Advance working knowledge of MS office (PowerPoint, Word, Excel) and collaborative tools like Google Workspace
- Editorial experience, i.e., writing, proofreading, translating knowledge of different content types, etc.
- Knowledge of fund-raising resources, techniques, and strategies
- Experience in proposal writing/program design
- Good understanding of financial planning and budget monitoring
- Good understanding around working with partners and working on partnership strategies.
- Excellent team worker and interpersonal skills
- Experience working in deadline-driven environment with multiple projects.
- High level of communication both written and verbal
- Training and capacity building skills
- Good analytical and networking skills – internal and external
- Ability to develop and design good program proposals for resource mobilization.
- Experience in brand building
- Ability to travel extensively.

Other: Monthly consultancy shall be commensurate with experience.

Position Availability: Immediately

HOW TO APPLY: 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 to career.livelihoods@aif.org with subject line **“Consultant (Grant Writer Associate) - Livelihoods”**.

Only applications of short-listed candidates will be acknowledged.