



## Job Description

### 1. Introduction

Job title	Manager-Institutional Partnerships
Grade	4
Location	Head Office (New Delhi)
Reporting to	Director-Resource Mobilisation
Reporting from	None

### 2. Context

WaterAid began working in India in 1986. WaterAid India has its focus on the poorer states in the country to better target India's most vulnerable communities. The Country head office is in the nation's capital, New Delhi, facilitating the organisation closer to policy makers. WaterAid India also has Regional Programme Offices in Bhopal, Bhubaneswar, Bangalore and Lucknow, spanning our work in more than 10 states and working with about 50 partner organisations - governmental and non-governmental.

WAI's Programme focus in the coming five years will be promoting and securing the rights and access to safe water, improved hygiene and sanitation for many poor people through direct services and millions more through our influencing work.

### 3. Purpose

To provide leadership, support, and management for the entire organisation's funding from institutional donors, which includes bilateral agencies, multilateral agencies, and other major international NGOs, foundations and trusts; to contribute to the development of the overall resource mobilisation strategy of the organisation.

### 4. Responsibilities

- Development of new institutional fundraising relationships, in line with organisational and functional strategy
  - Coordinate the development and implementation of the organisation's resource mobilisation and grants management strategy
  - Work with all the relevant units within the Head Office (Programme & Policy, Finance), and consult with other international federation members to identify suitable and strategic programmes or groups of projects for funding potential
  - Research and prioritise institutional donors to proactively approach, in line with the organisation's ethical guidelines; and anchor proposals and presentations to potential and committed donors, leading on these as appropriate

- Ensure that organisation and the donor objectives are met to maximise income and opportunities from each relationship
- Arrange regular meetings to review funding processes and progress within the organisation and with the international members, providing update on funding progress and new opportunities
- Management of existing institutional fundraising relationships, in line with best standard practices
  - Manage all aspects of donor contracts including advice and guidance on donor policies and procedures, compliance of reporting requirement and timeframes, and submission of payment requests
  - Support capacity building of internal functions and partners in understanding donor and contractual requirements, and coordinating between them for fulfilling relevant compliances
  - Work with the Programme Funding Team and other international federation members to ensure internal processes and systems for fundraising and grant management are adequately followed
  - Develop income cash flows for statutory funding and monitoring (with Finance) and monitor receipt of statutory income and expenditure against contracts
  - Ensure that all information added to or amended on the fundraising database is accurate and that the database is kept fully up to date
  - Develop and maintain good relationships with institutional donors to ensure appropriate networking and presence at relevant events; ensure the exchange of good practices, ideas, and initiatives internally
  - Keep up to date with fundraising and other appropriate industry journals, as well as other information affecting fundraising from institutions
- Others
  - Contribute as a Country Management Team member in the strategic planning and development of policies.
  - Reporting, forecasting MIS, summaries of the follow-up prospects.

## **5. Eligibilities and requirements**

- Education
  - Post-graduate degree in business management or related field, from a reputed university/institute
- Experience
  - Between 10 to 15 years of relevant work experience in similar organisational/functional context
- Other specifications
  - High level skills in capacity building and team development, around institutional fund raising and management of accountabilities and compliance in relation to donor funding
  - Ability to work as a team with staff at all levels without holding any direct line management authority

- Knowledge of compliance requirements for major donors such as USAID, ECHO, EC, and DFID and skills to establish compliance systems within organisation
- High level skills in written standard English and ability to edit and possibly rewrite proposals, documents and reports developed by programme staff into high dissemination standard documents
- Excellent numeracy, attention to detail, ability to use spreadsheets and analyse complex budgets
- Ability to develop and maintain effective project files for implementation, evaluation and audit purposes
- Strong negotiating and persuasive skills, and experience of competing for and securing new business
- Ability to respond to challenging working hours and timelines for completion of assignments.
- Strong relationship and networking skills in order to maintain robust relationships with key external stakeholders

#### **Application Process**

- To apply please download the attached application form. Kindly note that ONLY applications submitted on WaterAid's standard application form will be considered.
- Completed applications should be sent to [waindhr@wateraid.org](mailto:waindhr@wateraid.org). Closing date: 19<sup>th</sup> March 2017
- Please mention in subject line “Manager-Institutional Partnerships”.
- Only Shortlisted candidates will be intimated of the interview.

WaterAid is an equal opportunity employer; women and the differently abled are particularly encouraged to apply.