

Coordinator - Existing Grants – Corporate Partnerships

Job title	Coordinator – Existing Grants – Corporate Partnerships
Grade	5
Location	Delhi
Reporting to	Manager - Corporate Partnerships (Country Office)
Reporting from	None

Purpose

To manage existing grant relationships (corporate) and contribute to the achievement of resource mobilisation plan of WaterAid India, including exploring references and opening new opportunities within those donors/ grant makers and achieving the assigned targets.

Responsibilities

Managing and developing existing corporate grant relationships, in line with organisational and functional strategy;

- Manage, cultivate, enrich existing relationships to grow them and achieve set objectives
- Deepen the relationship with the donors at different hierarchical levels on both the sides to strengthen the bond
- With timely servicing and relationship management skills, build higher organisational affinity to drive larger share of their CSR pie and employee engagement, especially in larger relationships
- Manage new opportunities & proposals/ renewals of the grants with the existing relationships thus ensuring the high levels of grant retention for WaterAid
- Maintain connections with global partners and share reporting across the federation members
- Overseeing coordination for Grant Management (non- programmatic) post agreement sign up and rolling of the grant (take over the relationships from the Grant Acquisition Manager)
- 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
- Interface between Donor and the program team to ensure timely reporting and reverts to existing corporates.

- Edit and possibly rewrite documents and reports developed by programme staff into high dissemination standard documents
- Work with the Programme Funding Team and international members to ensure internal processes and systems for fundraising and grant management are adequately followed
- Exploring and Managing donor requirements on employee engagement like employee volunteering and site visits.
- Coordinating with communications team for developing Digital/Social - Media strategy for the corporates in line with the branding guidelines per the agreement.
- Support on completion of the legal/ compliance documents for the renewal/ new/ upcoming grants for existing corporate partnerships
- Provide technical solutions to corporates, acting as an advisor to support their WASH initiatives and build consulting partnerships.
- Ensure that organisation and the donor objectives are met to maximise income and program impact opportunities from each relationship
- Reference generation from existing corporate relationships.
- Ensure that all information added to or amended on the fundraising database is accurate and that the database is kept fully up to date including internal and external MIS reporting on existing grants.
- Develop and maintain good relationships with corporate donors to ensure appropriate networking and appropriate WA presence at relevant events; ensure the exchange of good practices, ideas, and initiatives to position WaterAid as a leader in the space
- Ensuring regular corporate updates in various forums including newsletters, website, annual reports, industry journals etc.
- Keep up to date with fundraising and other appropriate industry journals, as well as other information affecting fundraising from corporates

Eligibilities and requirements

- Education
 - Post-graduate degree in business management, MSW or related field, from a reputed university/institute
- Experience
 - Between 7 to 9 years of relevant work experience in similar organisational/functional context

- Other specifications
 - Coordination between various departments and member countries, around corporate fund raising and management of accountabilities and compliance in relation to donor funding
 - Donor interface and regular meetings – good relationship building skills
 - Ability to work as a team with staff at all levels without holding any direct line management authority
 - High level skills in written standard English and ability to edit and possibly rewrite , 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
 - 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 and internal stakeholders
 - The position requires travelling to Regional offices and WaterAid project locations to meet and accompany donors during site visits and hence the candidate should be open to that.

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.
- Please mention in the subject line “Coordinator – Existing Grants – Corporate Partnerships”.
- Please save the application form with your name and position, you have applied. Completed applications should be sent to waindhr@wateraid.org.
- Closing date: 15 April 2018
- 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.