



People For Action

Job Description: Head – Institutional Partnerships

Job Title:	Head – Institutional Partnerships (Head – IP)
Reports to:	Deputy Director Business Development (DD-BD)
Collaborates with:	Internally - Transform team Externally - Donors, Knowledge Partners and Consultants occasionally with International, National, State & District counterparts (Government & Non-Government)
Direct reports:	None
Base:	New Delhi and with travel within India
Contract Length:	One year fixed term contract (renewable for three years)
Compensation:	Circa INR 16 Lacks - Performance Linked
Background:	People For Action (PFA) is an Indian NGO. It leads inspired action to improve learning outcomes for students in government schools in India has set an audacious goals of address education and equity issues for 25% children in secondary schools in India by 2023.

Job Purpose: PFA's Transform Schools Programme works in Odisha, Chhattisgarh, Haryana, Himachal Pradesh and West Bengal. It uses powerful models and high-quality resources to transform Teaching, Learning, School Management, Enrolment and Gender PARity. These are implemented in partnership with State governments and NGOs. Transform Schools, People For Action (PFA), with its established Transform Learning model aims to take its programmes much wider and deeper to impact learning outcomes of 6.6 million children across seven States by 2021.

In order to achieve these goals, seeking to hire a Business Development Expert to execute the business development strategies and mobilise institutional funding to raise upwards of INR 5 Cr./year to fuel PFA's expansion to new geographies.

The main purpose of this position will be to secure partnerships and institutional funding to realise organisation's mission. The incumbent will be accountable for actively building and maintaining institutional partnerships, ensuring donor compliances and relationship management, aligned with the vision and mission of the organisation.

Main duties & Responsibilities: Head - IP will be responsible for researching, scoping institutional donors, reaching out and maintaining regular contact to secure new partnership opportunities - including multi-year grants, donor partnerships and corporate alliances in alignment with Transform Schools Business Development Strategy 2020-2023.

MAJOR RESPONSIBILITIES

Fund Raising & Institutional Partnerships

1. Prospect for potential new partnership opportunities, analysing their feasibility, shaping specific opportunities and presenting recommendations internally
2. Suggest and implement creative and relational strategies for creating new partnerships with donors and partners, to DD and ED
3. Identify, develop and cultivate multi-year grants
4. Write and coordinate concept notes/project proposals with programme, monitoring and operations team and submit this to potential donors.
5. Develop partnerships and consortiums with other like-minded organisations for purposes of bidding for large donor projects.

6. Identify and collaborate with check-out charity opportunities through Point of Sales alliances with corporates and crowd funding websites to build recurring unrestricted funding channel

Donor Relationship Management & Brand Recall:

1. Successful grant management by ensuring donor due diligence, donor engagement and submission of high-quality reports.
2. Develop and maintain good relationships with donors by ensuring regular communication, knowledge exchange and sharing updates.
3. Ensure uniformity in communication and delivery by collaborating effectively with other members of the team and cross functionally with the Programmes and Operations Department to ensure high impact and viable products are pitched.
4. Work closely with the business development team and ED to craft strategies for partners and maximize donations of partners and grants.
5. Create a brand recall amongst supporters, donors and partners, to ensure long-term partnerships culminating in higher revenue generation.

Other Responsibilities:

1. Periodically revise and present the Business Development and Engagement Strategy based on lessons learned and funding targets to attain the scale and impact.
2. Produce monthly fundraising reports for DD.

Person specification:

Essential requirements

1. Belief in the power of quality education to impact social and economic outcomes for children
2. Degree in Business Administration, Marketing, Communications, or relevant field;
3. Overall 7 years of experience with minimum 5 years of experience in leading Institutional Partnerships showcasing effective track record in a not for profit setting.
4. Data-oriented & good experience in donor management
5. Excellent written and verbal communication skills, with exceptional proposal writing and presentation capabilities.
6. Strong attention to detail and excellent research skills.
7. Demonstrated ability to communicate, negotiate, present, and influence credibly and effectively at all organisation levels.
8. Excellent working knowledge of Microsoft Office: Outlook, Word, PowerPoint and Excel and online management tools like Trello, Beautiful.Ai, Flux, Pipedrive, Slack etc.
9. Excellent collaboration, management, problem solving skills, ability to prioritise a diverse and demanding workload, and meet deadlines consistently.
10. Strong interpersonal, networking, communications and IT skills.

Desirable experience and qualities

1. Alignment with Transform Schools mission and priorities
2. A sense of humour and patience

1 March 2021

www.transformschools.in, [@TransformEdu](https://twitter.com/TransformEdu), [LinkedIn: Transform-schools1909](https://www.linkedin.com/company/transform-schools1909)