

## **Position: Strategic Partnerships Officer**

### **About AIF**

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. AIF's programs emphasize inclusive models that focus on the unique needs of girls and women to achieve gender equity as a basis for sustainable change. Founded in 2001 at the initiative of President Bill Clinton following a request from Prime Minister Vajpayee, AIF has impacted the lives of 2.3 million of India's poor by providing access to high-quality education, formal sector employment for urban youth and rickshaw drivers, and public health services to protect the health of mothers and their children, while building the next generation of global leaders through service. With offices in New York and California, six chapters across the U.S., and India operations centered in New Delhi, AIF is transforming lives across 23 states of India while addressing these issues on a regional, country, and international scale. President Bill Clinton serves as Honorary Chair and Nobel Laureate Amartya Sen Chairs the Advisory Council. Learn more at [www.AIF.org](http://www.AIF.org)

### **Position Summary**

This is a mid level position in the SP team and will be the single point of contact for managing donor visits, reporting requirements as well as supporting the Director- Strategic Partnerships in management of key donor relationships. The position will also carry fundraising responsibilities and will work closely with the other members of the SP team to identify and approach prospective corporate donors for program partnerships.

### **Essential functions**

#### **Maintain and promote donor relationships**

Maintain donor relationships by managing all donor visits to AIF's programs by effective liaisoning and coordination, as and when required with AIF chapter, relationship and development teams in the US, program and program support teams in India.

#### **Initiate and Promote new donor relationships**

Identify donor leads and work with the Director and Manager-Strategic Partnerships to close these.

#### **Reporting and documentation**

Support the Director-SP with reporting and documentation requirements.

### **Qualification & Experience**

Graduate Degree in Social Sciences/ International Management/ Business Administration/ Communication, with minimum 3-5 years of experience.

### **Key Skill and competencies**

- Excellent written and verbal communication skills
- Experience in fundraising, communications, event and logistics management in the development sector will be desirable
- Should be proficient in MS Office with an ability to write reports, create presentations etc.
- Ability to work with cross functional teams
- Ability to identify opportunities and proactively respond to them

- Entrepreneurial and innovative in approach to the management of objectives; High level of energy and commitment to excel.
- Ability to manage emotions and exercise tact and persuasion in handling relationships;
- Exhibits self-awareness and personal management skills.
- High personal and professional integrity
- Willingness to travel

**Relationships**

- Direct Report: Director, Strategic Partnerships
- Relationships: Strategic Partnership team, AIF Chapter teams, Relationship Managers, Program Teams, Finance Team, Communications Team.

**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 to [recruitment@ttcglocal.com](mailto:recruitment@ttcglocal.com) with subject line “**Strategic Partnerships Officer**”.

Only applications of short listed candidates will be acknowledged.