

SUPERVISOR – PARTNERSHIP AND FELLOWSHIP DEVELOPMENT

With increased urbanisation in India, urban poverty is on the rise - and will magnify if not tackled collectively. And nowhere in India is this problem more pronounced than in Mumbai. The **urban poor struggle to survive and are deprived of basic human needs** – water, sanitation, nutrition, health and shelter. Inadequate access to healthcare, education and livelihood opportunities keeps them vulnerable.

Apnalaya works with the urban poor- Enabling access to essential services, healthcare, education and livelihoods; Empowering them to help themselves; and Ensuring the provision of civic entitlements through advocacy with the government.

Our range of programs work at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education and livelihoods – necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

JOB DESCRIPTION

We are looking for a bright, highly motivated, enthusiastic individual who is outgoing, a strategic thinker, and has the NGO experience to help us build strategic partnerships with key targeted partners and enjoys networking and establishing relationships.

A Partnership and Fellowship Manager is responsible for managing and executing the Citizenship and Advocacy projects and works closely with the NGOs, CSOs, Fellows, Corporates, Institutes on building partnerships, developing plans, and managing partnership and fellowship programme. Other responsibilities include budget management, documentation and reporting.

Location: Chembur, Mumbai (The travel will be extensive within the city of Mumbai)
Reports to the Director, C&A

A. KEY RESPONSIBILITIES

Partnership Management

- Create a systematic, process-driven approach for expansion of citizenship partnership and fellowship program in different geographies in India.
- Research and identify critical partners and source partnership opportunities through inbound and outbound leads, calls, emails, through networks and forums
- Develop detailed SOP and due diligence process for identifying partners for partnership engagements
- Mentoring Partner organization staff and fellows on adoption of citizenship approach in work.
- Negotiate and finalise partnerships' MoUs following organisational guidelines and policies.

- Explore new avenues to strengthen partnership with existing partners
- Forecast, measure, and report the results of projects with partners, including co-created and co-branded content promotions, lead sharing, and event partnerships.
- Assess the success of partnership projects by periodic evaluation and provide regular feedback
- Coordinate and facilitate meetings and discussions with stakeholders (e.g., CSOs, school authorities, elected representatives and NGO partners)
- Maintain updated data and records of all the Networking and partnership programmes and budgets
- Organise periodic program review meeting with partners for updates
- Maintain and manage data of all partnership programmes as per the organisational data policy.

Team Management

- Collaborate with the senior leadership team and other programme teams to align our internal goals with new and existing partner relationships
- Participate in Team's meetings, supervise positions reporting into this role

Budgetary Responsibilities

- Work with the Project Lead to develop and manage Partnership and Fellowship program/project budgets; develop monthly projections, monitoring and reporting and compliance as per the Organisational and statutory norms

Organisational Responsibilities

- Contribute to and participate in Organisational initiatives
- Share reports, 'success stories and challenges periodically
- Represent Apnalaya in Various Forums and Networks.

QUALIFICATIONS & EXPERIENCE

Experience/aptnitude in urban governance, human rights, community empowerment, partnership development, capacity building, advocacy and networking are critical to this role.

- A Master's Degree in Social Work or Social Sciences
- A minimum of 7-8 years' experience in working with informal settlements or any other marginalised communities
- Previous working experience as a Partnerships Manager/ Fellowship Programme for (2-3 Years)
- Work exposure to Civic Literacy/Citizenship programme will be desirable.
- Outstanding communication and interpersonal skills
- Excellent organisational and relationship management skills
- Proficiency in English with effective writing skills and a working knowledge of Hindi are pre-requisites
- Advanced proficiency in computer and tech-related areas
- The ability to manage complex projects is desirable
- Demonstrable leadership and management skills

BEHAVIOURAL COMPETENCIES

You will be a team player, a solution-oriented, self-driven professional with a strong sense of empathy, equity, constitutionalism, integrity and ownership.

**Send your application to hr@apnalaya.org
and cc to**

vaishali@apnalaya.org