

Job Description

Manager, Programs and Partnerships

LOCATION: WASHINGTON, D.C

REPORTS TO: CO-DIRECTOR, PROGRAMS AND PARTNERSHIPS

ABOUT AGA KHAN FOUNDATION U.S.A. (AKF USA)

The Aga Khan Foundation is a leading private, not-for-profit, non-denominational, global development organisation working to tackle the root causes of poverty. Since 1967, we have helped create strong community institutions that support sustainable, locally driven initiatives to improve the lives of millions of people.

Rooted in Africa, Asia and the Middle East, our staff have unique insights into the complex challenges people face today as well as the opportunities for tomorrow. By combining local knowledge with global best practices, we strive to bring about transformative and long-lasting improvements to quality of life. Taking a generational approach, we have built the trust required to do this work even in the most fragile contexts.

Our programmes aim to ensure infants have the best possible start in life; families are healthy and well-nourished; children and young people can access quality learning opportunities and grow to fulfil their potential; and adults can develop future-facing skills so they can gain employment or start their own businesses. We believe women and girls should not be limited in their choices or opportunities and are dedicated to fostering inclusive communities in which all voices are heard and valued. As our climate changes, we are working with the communities we serve, and especially farmers, to adapt to its challenges and opportunities and contribute to a healthy planet.

Working alongside the agencies of the Aga Khan Development Network ([AKDN](#)) we have access to a unique breadth of resources and in-depth know-how. And through partnerships with local communities, civil society and business as well as governments and international aid agencies we are working to expand opportunity for everyone.

The Aga Khan Foundation USA ([AKF USA](#)) operates from the national Washington D.C. office and is focused on fundraising, establishing strong programs and partnerships with government/non-government agencies and liaising with our field offices.

We are building a future where we all thrive together.

POSITION SUMMARY

The Programs and Partnerships Manager is a senior member of the AKF-USA team whose primary role is to work with the Programs and Partnerships Director on AKF-USA's institutional resource mobilization and business development efforts with Philanthropic and corporate foundations, multi-lateral agencies and the US Government. The Manager, Programs and Partnerships is responsible for overall management and oversight of a team of 2-5 Programs and Partnerships staff to ensure high quality business development and implementation of grants in the organization.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage a portfolio of corporate and foundation partnerships, as well as institutional grants from bi-lateral and multi-lateral donors.
- Spearhead “Moves Management” process, phases and steward activities to secure new, and grow current, partnerships to meet or exceed annual revenue targets
- Write compelling grant proposals and grant applications tailored to the requirements of corporations, foundations, and others
- Collaborate with AKF global program staff and other team members to gather information, develop project narratives, and create budgets for grant proposals
- Work with the Programs and Partnerships Director to create a revenue generation strategy focused on philanthropic partnerships
- Support the Director, Programs and Partnerships and team members, with the execution of sector diversification initiatives, working closely with the Communications and Resource Development team to optimize revenue generation
- Collaborate effectively with internal department stakeholders, financial and operational staff in particular, to ensure maximum revenue and implementation of fundraising best practices across the entire Development portfolio
- Contribute to the achievement of department goals, targets, implementation plans, and ensure accurate tracking and database inputs for philanthropic giving
- Monitor and track all contractual obligations with the Programs, Finance and Grants teams to ensure project compliance
- Represent AKF at various corporate and industry events and meetings
- Provides supervision and mentorship to Program Officers, coaching them to become exemplary grant managers and members of the AKF Program and Partnerships Team in North America
- Other duties as assigned

CORE COMPETENCIES

Relationship Building & Collaboration: Builds effective relationships and cooperates with internal and external stakeholders to strengthen AKF's culture, support diversity and inclusion in the workplace, and achieve shared goals.

- Is a strong team player seeking opinions from others and encourages collaboration across teams and departments
- Works cooperatively with other departments and/or agencies to facilitate goal completion

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- Models the workplace culture and values through interactions with others
- Builds, maintains, and leverages internal and external relationships to further the organization's goals
- Fosters a positive team culture and effectively mentors and coaches team members to enhance collaboration, engagement, and performance

Commitment to Results: Demonstrates commitment to AKF's mission and purpose, uses effective planning to determine the steps needed to achieve results, and is accountable to following those steps to reach goals.

- Monitors own work and, where applicable, the work of others, measuring results against expected standards
- Takes initiative in setting strategic goals for self and others (where applicable) and is accountable for ensuring those goals are achieved
- Seeks out ways to improve efficiencies in processes and resource utilization
- Stays focused on the big picture and shifts actions as priorities change to ensure desired outcomes are achieved

Flexibility & Adaptability: Easily adapts to different conditions and scenarios within one's role and the organization and demonstrates openness to new ways of doing things.

- Uses creative thinking to innovate processes and recommend changes
- Adjusts individual and team goals, priorities and plans in response to changing circumstances
- Creates implementation strategies for changes that impact a team or individuals
- Anticipates the impacts of a change and proactively prepares others
- Models to others how to adapt and perform effectively in a continuously changing environment
- Effectively directs others through change

Communication: Listens actively and clearly conveys information and ideas verbally and in writing, in a professional and respectful manner, to ensure mutual understanding. Leads development of concept notes and external facing documents

- Uses judgment and influence in presenting information, making recommendations, or negotiating agreements
- Easily adapts communication style to different audiences and individuals to achieve the desired outcome
- Communicates effectively in both written and verbal communications

KNOWLEDGE SKILLS & ABILITIES

- Exceptional skills in networking, presenting, and pitching, with demonstrated capacity to manage prospects through the full "Moves Management" cycle (identification, cultivation, solicitation/agreement, stewardship) to a successful close
- Excellent writing and editing skills, crafting clear, persuasive, and well-researched grant proposals that align with funding opportunities and effectively communicate AKF's goals and impact.
- Strategic thinking and analytical skills, with the ability to execute complex fundraising strategies
- Strong donor relations and customer service skills, and ability to work collaboratively with internal and external stakeholders

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- Strong financial management and compliance skills, with experience in donor budgeting and compliance requirements.
- Superior listening skills with the ability to interpret the concerns and interests of corporations and internal staff, and translating them into attractive opportunities for investment
- Excellent communication, interpersonal skills and experience effectively with a diverse group of people, volunteer teams, community-based organizations, and large businesses
- Strong project management and people management skills
- Strong computer skills including Microsoft Office and experience using a CRM database (ideally Salesforce)
- Bilingualism (English/and another language) is an asset

EXPERIENCE, EDUCATION & QUALIFICATIONS

- Master's Degree in International Development, Public Health, or other related fields.
- Seven (7) years of experience in institutional resource mobilization and non-for-profit business development in the United States.
- Minimum three (3) years of experience in philanthropic partnership development
- Minimum three (3) years of experience in leading, supervising, and coaching staff.
- Demonstrated and thorough understanding of major US donor policies, budgets, financial management, program design, monitoring and evaluation, and performance-based management.
- Demonstrated skills in relationship building and interpersonal communications.
- Demonstrated excellent verbal and written communication skills.
- Good judgement, analytical thinking, and problem-solving skills.
- Ability to work in a fast paced, culturally diverse environment.
- Ability to travel to programming countries in Africa and Asia.
- Must be currently eligible for employment in the United States.

COMPENSATION PACKAGE

- Salary range: \$97,185 - \$110,000 based on experience and qualifications.
- Medical, dental and vision plans with 100% of the cost of the premiums for employees only are covered by AKF.
- Life, AD&D, STD, LTD, and LTC insurance sponsored 100% by AKF.
- Section 125 Plans / FSA.
- 401(k) with generous 8% employer contribution after one year of service.
- 15 paid vacation days plus 12 paid sick days per year.
- Paid Parental Leave

APPLICATIONS

Interested applicants Please submit a resume and cover letter together with the names and contact details of three professional references to: humanresources.akfusa@akdn.org subject line: Application for Manager, Programs and Partnerships

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AKF USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF USA employees require all employees to review and abide by the AKF Gender Equality Policy.

AKF USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF USA requires all employees to review and abide by the AKF Safeguarding Policy.