

**Job Title:** Manager: Partnerships and Collaborations

**Organization:** Muskaan PAEPID

**Location:** Delhi

**Job Type:** Full-time

### **Introduction to Muskaan-PAEPID**

Muskaan-PAEPID was started in 1982 by parents and professionals. Muskaan is well known for its pioneering work in the field of providing training and work opportunities to adults with ID. Family support, assisted living, awareness and advocacy are other areas of work of the organization. After receiving training in various skills, our students work within Muskaan in distinct units like stationary, bakery etc. creating products, available for the outside world to buy. Students have also been able to secure employment outside Muskaan with partner organizations in various industries.

### **Job Summary:**

The Head of Partnerships (Sr. Manager) will play a pivotal role in scaling Muskaan-PAEPID's impact by fostering and managing strategic collaborations with NGOs, government agencies, institutions, and other stakeholders. The role involves developing and executing partnership strategies that align with the organization's mission of empowering individuals with intellectual disabilities. The ideal candidate will lead efforts to identify new opportunities, negotiate agreements, and ensure the effective integration of partnership initiatives across Muskaan's programs. This position requires a dynamic professional with excellent communication, strategic planning, and project management skills, alongside a passion for social inclusion and disability rights.

### **Responsibilities:**

- Develop and implement partnership strategies to advance Muskaan-PAEPID's mission and goals
- Communicate effectively with diverse stakeholders, including NGOs, government officials, and institutional representatives
- Negotiate and manage legal contracts and agreements with partners
- Identify and pursue new partnership opportunities to expand Muskaan-PAEPID's reach and impact
- Collaborate with internal teams to ensure alignment and integration of partnership initiatives
- Develop and manage budgets and reports related to partnership activities

### **Requirements:**

- Proven experience in partnership development and management
- Excellent communication and interpersonal skills
- Strong understanding of legal contracts and agreements
- Ability to work collaboratively with diverse stakeholders
- Passion for empowering individuals with intellectual disabilities

### **Qualifications & Skills:**

- **Master's degree:** In Business Administration, Management, Social Sciences, or a related field.
- **Relevant certifications:** such as certificate in partnership management, business development, or a related field.

- **Partnership development and management:** Ability to develop, manage, and maintain partnerships with various stakeholders.
- **Business development:** Experience in identifying and pursuing new business opportunities.
- **Strategic planning:** Ability to develop and implement strategic plans for partnership development and business growth.
- **Communication and interpersonal skills:** Excellent communication and interpersonal skills, with the ability to work with diverse stakeholders.
- **Negotiation and conflict resolution:** Ability to negotiate and resolve conflicts in a partnership development context.
- **Project management:** Experience in managing projects, including planning, budgeting, and implementation.

### Desired Qualities

- **Strong network:** Established network of contacts in the NGO, government, and private sectors.
- **Collaborative mindset:** Ability to work collaboratively with diverse stakeholders.
- **Strategic thinker:** Ability to think strategically and develop innovative solutions.
- **Results-oriented:** Focus on achieving results and meeting partnership development goals.
- **Cultural sensitivity:** Ability to work in a culturally diverse environment and demonstrate sensitivity to different cultures and contexts.

### Experience:

- 2-3 years of experience: In partnership development, business development, or a related field, with a focus on managing partnerships and collaborations.
- Proven track record: Of successfully developing and managing partnerships, collaborations, or business development initiatives.
- Experience working with NGOs, government agencies, or private sector companies: In a partnership development or business development capacity.

### How to Apply:

If you are a motivated and experienced fundraising professional looking to make a difference, please submit your resume, cover letter and a brief fundraising proposal (max. 2 pages) to [muskaan@muskaan-paepid.org](mailto:muskaan@muskaan-paepid.org) as well as fill our online application [here](#). We look forward to hearing from you!

**Note:** We thank all applicants; however, only shortlisted candidates will be contacted.