



POSITION ANNOUNCEMENT

Position title: Portfolio Manager, Strategic Alliances
Category: Full time position
Reports to: Senior Manager, Strategic Alliances
Location: New York, NY or San Francisco, CA
Posting Date: February 10, 2014

Introduction

Nearly one billion people – about one in nine – lack access to clean water. More than twice that many, 2.5 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global nonprofit based in Kansas City, MO and around the world working to ensure safe water and basic sanitation for all. We go beyond traditional approaches to clean water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org represents the coming together of two organizations – Water Partners International and H2O Africa. Together, these founding organizations have impacted more than 1.6 million lives and transformed thousands of communities in Africa, South Asia, Latin America and the Caribbean. You can learn more at www.water.org.

Position Summary

The primary purpose of this position is to support and accelerate the development of Water.org's growing portfolio of Strategic Alliances (donors in the \$250K+ range), managing key long-term partnerships with strategic-level donors and creating processes that can ensure these partnerships are executed with excellence over time. The Portfolio Manager will report to and work closely with Water.org's Senior Manager of Strategic Alliances, joining a small, vibrant and entrepreneurial Strategic Alliances team seeking to develop and align high-level and complex funding partnerships with the expansion both of Water.org's WaterCredit programs worldwide and of its innovation portfolio (new ventures).

This position will provide critical support to Water.org's Strategic Alliances team, bringing communications, analytical, relationship management and international development expertise to the team. More specifically, this position will support the management of a \$20MM portfolio of strategic donor relationships (\$250K + range), ensuring key partnerships for Water.org can be sustained over time. With a strong focus on the US and Europe, this position will also forge new high-impact funding partnerships for Water.org, securing a minimum of \$500K annually to support the organization's programmatic growth. While working closely with other members of Water.org's Strategic Alliances team, the Portfolio Manager will also collaborate with Water.org's Office of the CEO (OCEO), Marketing and International Programs teams to gain in-depth knowledge about the organization's work, and communicate funding needs in a compelling manner to a key donor audience.

Position

The full-time position of **Portfolio Manager, Strategic Alliances** reports directly to the **Senior Manager, Strategic Alliances** who is based in Miami, FL. Primary responsibilities include but are not limited to:

Strategic Alliances: Portfolio Management

- Support the Senior Manager of Strategic Alliances with the management and growth of a \$20MM portfolio of strategic donors (\$250K + range), helping forge and maintain comprehensive partnerships with high-level donors, including corporate and family foundations.
- Develop processes and materials that can ensure strategic donors continue to support Water.org, and that their needs are met and managed in a highly effective and efficient manner.
- Collect data and provide strategic input on how Water.org can continue to accelerate the growth of its portfolio of Strategic Alliances, while meeting existing donor needs successfully.
- Support the management of Strategic Alliances by also ensuring internal coordination and seamless outreach to and tracking of strategic donors.
- Support Water.org's Senior Manager of Strategic Alliances, and the Strategic Alliances team at large, in developing and implementing the organization's long-term strategy in high priority markets and market segments.
- Collaborate closely with the Senior Manager of Strategic Alliances and Grants Manager in the development of key deliverables including strategic donor proposals and progress reports.

Strategic Alliances: Fundraising and Portfolio Development

- Develop a strong portfolio of long-term Strategic Alliances for Water.org (donors in the \$250K + range), with a first-year fundraising goal of \$500K. This includes identifying and forging new strategic, comprehensive and creative partnerships with donors in the US and Europe, as well as growing existing partnerships in collaboration with the Senior Manager of Strategic Alliances.
- Oversee funding portfolio and manage fundraising process including but not limited to: prospecting, cultivation, concept note and proposal writing, grant solicitations and progress reports to submit to strategic donors.
 - Develop and maintain strong relationships with internal and external stakeholders in order to help achieve the organization's overall funding and brand objectives.

Qualifications

- Minimum 7 years of experience within an international nonprofit organization; minimum 5 years of portfolio management and partnership development experience.
- Proven success in international development and forging strategic funding partnerships, with a strong emphasis on corporate and family foundations and High Net Worth Individuals.

- Demonstrated success at creating and maintaining a minimum \$500K donor portfolio and pipeline.
- Proven success in relationship building and donor cultivation at a strategic level, including donors at the \$250K + range, dollar- and multi-year commitment levels.
- Strong project management experience, with emphasis on planning and managing multi-million dollar development projects.
- Demonstrated success in creating powerful, effective written and oral communications for fundraising purposes. Ability to convey complex and innovative international development ideas in compelling and relevant terms for strategic-level donor audiences. Experience and credibility when presenting materials to external audiences.
- Demonstrated success working in an entrepreneurial setting, and with a team to reach common goals and objectives. Success in establishing and cultivating strong relationships with peers and across levels.
- In-depth understanding of the international development and social entrepreneurship sectors, and extensive knowledge of the institutional and strategic donor environment.

Additional Qualities

- Superior communication skills, both written and oral.
- Exceptional interpersonal and relationship building skills.
- Exceptional ability to collaborate, communicate and execute across functions and all levels of employees and stakeholders.
- Strong team orientation, with emphasis on both learning and sharing skills that will benefit organization as a whole.
- Excellent project management and organizational skills, with detail orientation.
- Self-starter and resourceful. Willingness to roll up one's sleeves and do what it takes to do the job well.
- Takes initiative, action-oriented and demonstrates an entrepreneurial spirit.
- Demonstrated flexibility and success in rapidly changing environments.
- Demonstrated success working remotely and independently.
- Strong analytical and strategic capabilities - quick study. Experience with new and emerging technology to facilitate communication and outreach.
- Experience in international development and knowledge of the global water and sanitation crisis preferred.
- Success in both for-profit and not-for profit environments preferred.

BA Required, Advanced Degree Preferred
CFRE preferred

Reporting and Location

This position reports to the Senior Manager of Strategic Alliances, who is based in Miami, FL, travels frequently to New York, NY and works closely with other members of the Strategic Alliances and Marketing teams, as well as the Office of the CEO (OCEO) and international programs teams. No relocation will be provided.

This individual will need to immerse him/herself for up to 4 weeks in Kansas City in order to develop relationships with key Water.org staff and to better understand the organization and its operating philosophy.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience and market for similar positions in comparable nonprofit organizations in international development.

Application Information

Please go to <http://careers.water.org> to apply. Resumes will be reviewed as they are received.

NO PHONE CALLS PLEASE

Deadline: None, Position Open Until Filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.