



<b>Job Announcement:</b>	<b>Partnership Manager</b>
<b>Announcement Date:</b>	<b>October 12, 2009</b>
<b>Closing Date:</b>	<b>Open until Filled</b>

### **About Water.org**

Water.org is a dynamic, rapidly growing international organization addressing the global water supply crisis. We are committed to providing clean drinking water and improved sanitation to communities in developing countries. Working in partnership with donors and beneficiaries, we have helped people around the world develop accessible, sustainable, community-level water and sanitation services. You can learn more at [www.water.org](http://www.water.org).

### **Position Description**

Water.org seeks a highly skilled and highly motivated Partnership Manager to work with the International Programs team. This full-time position will be based in Washington, D.C. The individual selected will report to the Director of International Programs. Major responsibilities are listed below:

### **Position Objectives:**

1. Responsible for the overall development, implementation, and promotion of relationships with U.S. government and other large-scale institutional donors.
2. Develop effective funding and program partnerships with overseas missions of U.S. government and other large institutional donors.
3. Represent Water.org at program and fundraising forums and seminars and/or arrange for appropriate staff to attend.
4. Communicate effectively with staff about partnership and program objectives and how government entities and other donors can support the organization.

### **Essential Position Activities:**

1. Develop, implement and evaluate annual and multi-year government and institutional funding plans that include opportunities for program structure, needs, strategies, objectives, and budget issues. Provide concept papers and proposals and track restricted contributions/grants/contracts to these donors.
2. Meet regularly with representatives of government and institutional donors to determine if new RFPs, contracts, funding partnerships, or opportunities for support match our objectives.
3. Travel to mission offices in countries where Water.org currently operates or plans to work to meet with potential institutional donor representatives.
4. Research potential institutional donors in the Northeast and develop relationships with appropriate potential donors.
5. Establish effective partnerships for Water.org to expand program objectives and create new opportunities for the organization to attract support.
6. Develop relationships with foundations, multilateral organizations, and association partners about country programs and projects in compliance with donor interest.
7. Create new relationships that increase overall income and/or new program relationships which expand or improve Water.org programs.

8. Assist all staff, especially senior staff, by arranging personal meetings with decision-makers from government, institutional, foundation, and corporate donors.
9. Provide reports, support and advice to all departments, especially Finance and Administration, to ensure compliance with donors' deadlines.
10. Study existing and new legislation, enforcing adherence to requirements and advising management on needed actions.
11. Complete other tasks as assigned.

**Other Position Activities:**

1. Support Water.org's mission and vision in all interactions.
2. Assist and develop program and financial staff.
3. Support and implement management decisions.
4. Represent Water.org through various outreach activities.
5. Assist in relationship-building with major national media outlets with the Communications staff.
6. Provide performance feedback to staff as needed.

**Qualifications**

***Knowledge, Skill & Ability:***

1. Considerable knowledge of not-for-profit organization and management practices.
2. Keen understanding of international development sector, particularly water/sanitation and microfinance arenas.
3. Knowledge of institutional donors' accounting principles and practices.
4. Computer skills (e.g. Microsoft products and other programs).
5. Demonstrated leadership skills.
6. Understanding of generally accepted accounting principles
7. Must be capable of functioning in a high energy, intellectual environment.
8. Must be able to meet deadlines and function in a high stress environment.
9. Promote a culture of trust and teamwork.

***Education or Formal Training:***

1. Bachelor's degree in International Development, International Studies, Nonprofit Management, Economics/Finance, Political Science, Communications, Marketing, or related areas.
2. Master's level degree highly desirable.

***Experience:***

1. At least 5-10 years in public or private non-profit environment, including proposal development and writing for significant international projects as well as private and public grants.
2. Relationships with U.S. government and other bi/multi-lateral institutional donors active in international development essential.
3. 1-2 years overseas experience in a developing country desirable.
4. Previous experience soliciting and managing government contracts highly desirable.

***Working Environment/Physical Activities:***

1. Office environment/home office.
2. Up to 30% international travel required. Also some travel within the U.S.

**Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life insurance, and a retirement program. Salary will be based on education and experience, and will coincide with similar non-profit organizations in international development.

**Application Information**

Please send a copy of your CV and a cover letter to [info@water.org](mailto:info@water.org), noting “Partnership Manager Position” at the title of your message. Applications will be reviewed as they are received. Please do not contact us about the status of your application.

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

**Thank you for your interest in Water.org!**