



Partnership and Fundraising Manager
Job Description

CONTEXT:

Tubig Pag Asa (TPA), Filipino social business company, created by the French NGO Eau & Vie (<http://eauetvie.fr/en>) is specialized in water supply in urban slums of the Philippines, aiming at creating quality-controlled, piped and metered water supply networks which are financially viable, socially responsible and adapted to the needs of urban poor.

Tubig Pag Asa works in close association with **Water & Life Philippines**, (W&L Philippines) Filipino non-profit organization, created by Eau & Vie is active in the livelihood development of urban slum dwellers implementing water network, firefighting, hygiene promotion, sanitation and solid waste management activities

Both W&L Philippines and TPA engaged in partnerships with the local communities, authorities, water operator and other development stakeholders through three branches in Cebu, Cavite and Leyte.

POSITION:

Partnership and Fundraising Manager

JOB LEVEL:

Manager Level 1 (M1)

LOCATION:

Pertaining to the Head Office in Mandaue, but based in Manila.

REPORTING TO:

Country Director

COORDINATION:

With Partnership and Fundraising department of the HQ (France), and with the Managers Committee (MANCOM) in the Philippines (HR, Finance and Admin, Monitoring and Evaluation, TPA and W&L Programs).

JOB SUMMARY:

Responsible for the development and management of the programs funding, partnerships development, advocacy strategy with the programs stakeholders, communication and diplomatic relations with institutional organizations.



SPECIFIC TASKS & RESPONSIBILITIES

As Partnership and Fundraising Manager his/her main responsibility::

A. Partnership Development and Management

- According to the Strategy, and the yearly programs plan and in collaboration with the Global Partnership and Fundraising department of the Headquarters (HQ) in France, to establish annual fundraising goals based on the yearly action plan and fundraising landscape, and to assess the performance toward these goals on a regular basis.
- To develop and maintain continuous and close connections with multilateral and international organization such as (but not limited to): Asian Development Bank, World Bank, USAID, JICA...Monitor their funding programs to detect any opportunity for our project development.
- To identify new funding opportunities from trusts, foundations and other institutional donors in the Philippine region primarily, extended to the ASEAN.
- Use all the tools set up to manage partner contracts (M&E report, action plan, CRM, Annual budget, etc.)
- Supported by the Partnership and fundraising officer, to develop, write and submit timely proposals, budgets and reports with full cooperation of TPA and W&L program managers and finance team.
- To build and maintain strong collaborative relationships with programs teams and develops a strong working knowledge of all TPA and W&L objectives and programs work plans.
- To evaluate the risks associated to the grant applications (financial risks, project implementation timeline, legal compliance...), and take initiative in requesting a Go/No Go decision from management.

B. Advocacy

- To build good relationships with public administrations such as government's offices (Central and Provincial level) and essential services regulators and operators related to our projects (MWSS, Maynilad, Water districts...).
- To identify key messages adapted to the stakeholders of the programs (Water utilities, local authorities, government bodies and community based organizations) to ensure the success of our projects
- To coach, motivate and train staff (Branch managers, Field coordinators, community organizers) to interact with local stakeholders related to our projects (LGUs, community associations, and local government administrations), and successfully advocate for our programs.
- To represent W&L in external outreach and networking spaces (Water Alliance, PBSP, Philssa, academic and technical specialists' network...) with the goal of building W&L's network of partners and advocate for the success of our programs.



C. Communication

- To check and manage content produced for social media and quarterly newsletter - Make sure the newsletter is sent to all relevant contacts (the newsletter and social media content development are in charge of the Partnership and Fundraising officer).
- With the support of the Partnerships and communication officer, to create communication materials to be given to partners on the programmes to be funded: project sheet, power point presentation, flyers, etc.
- To support the Partnerships and Communication officer inter terms of feedback and media collection (photo, videos, interviews...) from the operation teams in order to feed W&L's social media and communication supports.
- To serve as primary contact for institutional donors and prospects and share with them updates about Programs development
- To check the content and updates sent to the Communication department of the HQ

D. Management and Internal Reporting

- To manage one (1) Partnership and Fundraising Officer in charge of writing proposals, developing the external communication for W&L Philippines, and participate to the prospection of new funding opportunities.
- To participate to the weekly Mancom meeting, and share updates and concerns.
- To participate to the weekly Partnership and Fundraising meeting with the HQ
- To contribute to the Quarterly report and presentation meeting with the HQ, prepare and present ongoing results, constraints and successes.

REQUIREMENTS:

Education: College Graduate from a Political Sciences University or its equivalent

Experience: At least five (5) years' experience in partnership development and Fundraising

Skills:

The applicant must demonstrate the following skills and attributes:

- ✓ Excellent knowledge of non-profit governance and funding
- ✓ Excellent ability to communicate with a range of internal and external stakeholders, including speaking in public,
- ✓ Good ability to foster positive working relationships in diverse organizations
- ✓ Strong business development skills

Human qualities

The applicant must demonstrate the following personal attributes:

- ✓ Team player and good circulation of information

E&V Water and Life Philippines

Job Description



- ✓ Capacity to train/ teaching skills
- ✓ Good internal and external communication skills
- ✓ Leadership
- ✓ Business oriented
- ✓ Risk management and decision making
- ✓ Ability to work in a multi-cultural environment
- ✓ Respectful
- ✓ Consistent and fair
- ✓ High level of integrity
- ✓ Rigor and methodology