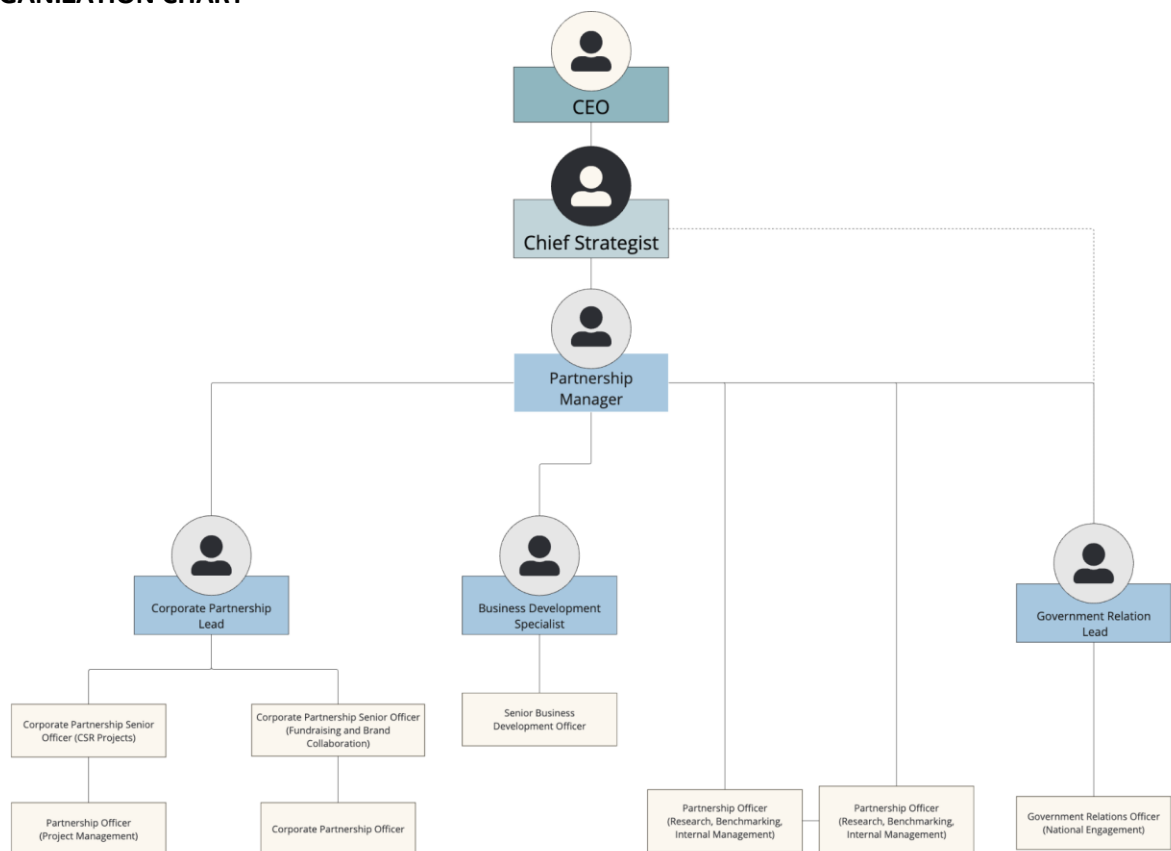


<b>JOB DESCRIPTION</b>	
<b>Position</b>	: Corporate Partnership Lead
<b>Department</b>	: Partnership - Strategic Unit
<b>Employee Type</b>	: Full-time position, permanent with 3 months probation
Office-based with occasional field visits as required	
<b>Grade</b>	:
<b>Revision Date:</b>	

## I. SUMMARY OF ROLE

The Corporate Partnership Lead plays a strategic and leadership role within CISDI's Partnership Unit, overseeing the development and management of impactful corporate partnerships. Responsible for a team of four specialists, the Lead guides them in identifying, cultivating, and securing strategic partnerships with corporations, foundations, and other private-sector entities. These partnerships contribute significantly to CISDI's mission achievement in global health and health system strengthening, generating both financial and non-financial support

## II. ORGANIZATION CHART



The organizational structure of the Partnership unit is designed to establish clear lines of reporting and communication within the unit.

At the top of the hierarchy is the Chief Strategist, who holds the highest authority within the unit and is responsible for the strategic direction and overall success of the Partnership Development and Management. Directly reporting to the Chief is the Partnership Manager, a role that acts as the operational leader of the unit. This manager is tasked with bridging the gap between strategic planning and operational execution, ensuring that the partnership development and management process are carried out effectively and are aligned with the unit's and organization's goals. The Corporate Partnership Lead will directly report to the Partnership Manager who oversees the achievement of the Objective and Key Result for the Partnership unit and individual KPIs.

The Partnership Unit is mainly responsible for three key functional areas: (a) internal system management for partnership formation, management, and documentation.; (b) partner recruitment and activation; (c) foster sustained and meaningful engagement with partners; and (d) analysis of partner-based organization growth.

### III. WORKING RELATION

Within the unit, the Corporate Partnership Lead provides leadership and technical direction to a dedicated team of Corporate Partnership Specialists :

- 1 Corporate Partnership Senior Officer (CSR Projects): Focuses on securing partnerships with corporations interested in supporting global health initiatives through Corporate Social Responsibility (CSR) programs.
- 1 Corporate Partnership Senior Officer (Fundraising & Brand Collaboration): Leads efforts in securing financial and brand collaboration opportunities with corporations and foundations.
- 1 Corporate Partnership Officer: Supports the team in various partnership development activities.

The Corporate Partnership Lead cultivates a collaborative environment that extends beyond the immediate Corporate Partnership team. Close collaboration with the **Government Relations team** will identify specific needs within the organization's operational areas and leverage these insights to tailor proposals that resonate with potential corporate partners. This joint effort ensures that partnerships address both CISDI's global health goals and the specific priorities identified by local governments.

Furthermore, the Corporate Partnership team collaborates closely with **Program Team / Project Leads** to assess the feasibility of proposed partnership timelines and disbursement of funds. Understanding project timelines and resource allocation is crucial for developing realistic partnership proposals. By working together, the Corporate Partnership team and Project Leads can ensure that proposed partnerships are well-coordinated and achievable within the established timeframes.

Finally, the Corporate Partnership team leverages the expertise of the Research and Development (R&D) Unit, as well as Knowledge Management Unit to identify the most effective tools for project assessment, impact management, monitoring & evaluation, and capacity building. These tools can be valuable assets when pitching partnerships to corporations, demonstrating a commitment to measuring and maximizing the impact of collaborative efforts.

The Corporate Partnership team works with R&D and Knowledge Management Unit to identify and integrate these tools into proposals, showcasing CISDI's commitment to data-driven decision-making and accountability. This collaborative approach across units ensures that CISDI's corporate partnerships are not only strategically aligned but also feasible, impactful, and measurable.

#### IV. RESPONSIBILITIES/ACTIVITIES

<p><b>Prospect research for strategic partnership development</b></p>
<ol style="list-style-type: none"> <li>1. Lead the identification and research of potential corporate partners, demonstrating a deep understanding of their Corporate Social Responsibility (CSR) methods, priorities, and focus areas in health system strengthening.</li> <li>2. Oversee competitor analysis to understand the partnership landscape within the health sector.</li> <li>3. Identify and cultivate relationships with key decision-makers within potential corporate partners.</li> </ol>
<p><b>Partnership Development and Proposal Creation:</b></p>
<ol style="list-style-type: none"> <li>1. Lead the development and execution of compelling partnership proposals, tailor partnership proposals that resonate with CISDI and potential partners' values and goals.</li> <li>2. Work closely with Project Leads to ensure proposals reflect realistic timelines, resource allocation, and project feasibility.</li> <li>3. Collaborate with Research &amp; Knowledge Management to integrate appropriate tools for project assessment, impact management, monitoring &amp; evaluation, and capacity building.</li> <li>4. Negotiate and manage partnership agreements, securing financially and non-financially beneficial collaborations.</li> </ol>
<p><b>Partnership Management and Reporting</b></p>
<ol style="list-style-type: none"> <li>1. Oversee the management and reporting of partnership budgets, ensuring alignment with proposal commitments and strategic goals.</li> <li>2. Monitor and evaluate the performance of existing partnerships, identifying areas for improvement and renewal opportunities.</li> <li>3. Document lessons learned from partnership experiences, including insights gained on CSR strategies and their effectiveness, to inform future strategies and proposal development.</li> <li>4. Prepare regular reports for the Partnership Manager outlining partnership progress, achievements, and challenges.</li> </ol>
<p><b>Lessons-learnt documentation and reporting</b></p>

1. Document lessons learned throughout the proposal development process. This could include capturing challenges encountered, strategies that proved successful, and feedback received from partners. Sharing these lessons learned internally helps refine future proposal development practices for continuous improvement.
2. Sharing these lessons learned internally helps refine future proposal development practices for continuous improvement.
3. Contribute to the development of general partnership documentation and reporting.

**Coaching and Knowledge Sharing**

1. Provide coaching and mentorship to the Corporate Partnership team, fostering a collaborative and results-oriented environment.
2. Encourage team participation in industry events, training programs, and knowledge-sharing initiatives to foster a culture of continuous learning.

**V. OUTPUT/MEASUREMENT**

1. Increased number and value of secured corporate partnerships with a focus on global health and health system strengthening, demonstrating alignment with CSR priorities.
2. Development and implementation of a comprehensive corporate partnership strategy that leverages CSR trends and best practices.
3. Successful negotiation and management of partnership agreements, delivering on financial and non-financial commitments aligned with CSR goals.
4. Growth and development of the Corporate Partnership team, achieving high-performance results.
5. Improved efficiency and effectiveness in managing partnership budgets.
6. Enhanced knowledge sharing within the team regarding best practices in corporate partnership development and management, including knowledge of CSR strategies.
7. Documented lessons learned from partnership experiences that inform future strategies, proposal development, and understanding of CSR methods.

**VI. QUALIFICATIONS****A. Minimum Qualifications**

1. Bachelor's degree in Public Health, Global Health, International Relations, or a related field (preferred). A degree in Business Administration, Marketing, or Communications can also be considered with demonstrably relevant experience in global health or health systems strengthening.
2. Minimum 5 years of experience in corporate partnership development or a relevant field.
3. Proven track record of securing and managing successful corporate partnerships, demonstrably aligned with donor priorities and/or CSR goals.
4. Excellent understanding of the current trends in health system strengthening initiatives.
5. Experience working with the non-profit or public health sector is preferable.
6. Proficient in written and verbal English for business formal communication.
7. Team player with an outgoing personality and a positive networking attitude.
8. Passionate about making positive contributions to societal growth and development, with a strong ability to understand and connect with diverse individuals.

**B. Competencies**

1. Ability to clearly communicate complex ideas (verbally and written) tailoring messages to resonate with diverse audiences, including effectively presenting the value proposition aligned with potential partner Corporate Social Responsibility (CSR) or brand collaboration priorities
2. Demonstrated understanding of how partnerships contribute to positive social impact, effectively presenting research and proposals in health system strengthening.
3. Able to develop and maintain positive relationships with stakeholders, understanding CSR trends and how CISDI's work aligns with a corporation's or brand's goals.
4. Proficient in conducting thorough prospect research, identifying potential corporate partners with strong CSR commitments in health system strengthening.
5. Demonstrated understanding of the impact landscape by analyzing data on health system's needs, partner capabilities, and CSR trends, staying updated on relevant reports.
6. Ability to craft persuasive proposals that showcase CISDI's work, impact, and value proposition for potential partners, specifically focusing on aligning with the partner's goals and highlighting positive social impact.
7. Proficient in forecasting budget needs for project development and initiating budget proposals with proven justification.
8. Proficient in maintaining accurate and up-to-date records of research findings, partnership development activities, and communication with potential partners, including documenting lessons learned on corporate support trends and effective negotiation strategies.
9. Ability to utilize project management tools to document lessons learned from partnership experiences, capturing insights on private collaboration management mechanisms and their impact on partnership success.
10. Proficient in Microsoft Office skills (Excel, Word, and PowerPoint) with basic design
11. Strong negotiation skills to secure mutually beneficial partnerships that align with CISDI's mission and the CSR priorities of potential corporate partners.
12. Experience in documenting significant changes within development programs to facilitate knowledge sharing and continuous improvement, including learnings on corporate partnership management mechanisms and their impact on partnership outcomes.