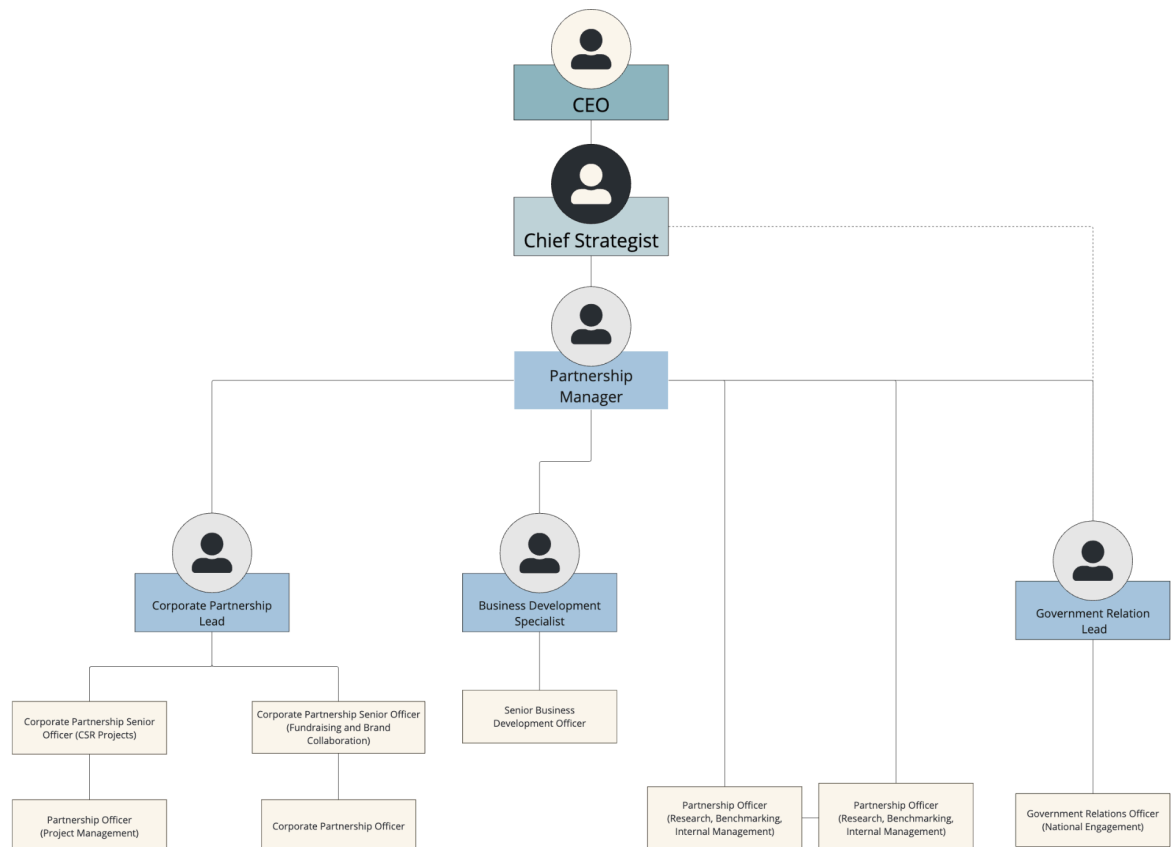


SCOPE OF WORK	
Position : Senior Partnership and Fundraising Officer	
Department : Partnership - Strategic Unit	
Employee Type : Full-time position, Contract April 2025-2026 Office-based with occasional field visits as required	Revision Date:
Grade :	

I. SUMMARY OF ROLE

The Senior Partnership and Fundraising Officer is responsible for identifying and cultivating partnerships with corporate entities through CSR (Corporate Social Responsibility) funding while contributing to CISDI's broader fundraising efforts, including crowdfunding via merchandise sales. This role emphasizes creating sustainable partnerships, aligning projects with corporate CSR priorities, and supporting innovative fundraising strategies to maximize organizational impact.

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. This Senior Officer for Corporate Partnerships will report directly to the Corporate Partnership Lead.

The Partnership Unit is 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 Senior Officer reports directly to the Corporate Partnership Lead, who provides strategic direction, guidance on partner selection criteria, and negotiation strategies. Regular communication ensures alignment with the overall corporate partnership goals and facilitates successful proposal development and partnership establishment.

Beyond the unit, The Senior Officer will need to understand the project goals, resource needs, and expertise required for successful implementation. This information is essential for identifying potential corporate partners with complementary skills and crafting compelling proposals that showcase the partnership's added value to achieving project objectives.

Working closely with Research & Knowledge Management provides access to valuable resources for identifying potential partners and crafting winning proposals. The Senior Officer will leverage their expertise to stay updated on relevant CSR trends, analyze data on corporate capabilities, and access best practices for proposal development and impact reporting. This ensures proposals effectively align with corporate CSR priorities and demonstrate CISDI's impact.

In specific cases, collaborating with Government Relations can be beneficial. This might involve identifying potential partners aligned with government priorities and eligible for collaborative funding opportunities, particularly when such initiatives align with CSR goals. This collaboration can help uncover partnership opportunities that create a broader impact.

Developing and maintaining strong relationships with representatives from various corporate CSR departments is a core responsibility. The Senior Officer fosters open communication and builds trust to secure partnerships. Additionally, collaborating with Human Capital and Finance & Administration is crucial during proposal development. Human Capital helps assess staffing needs and translate them into accurate FTE allocations within the budget, while Finance & Administration ensures proposals meet all financial and administrative requirements.

IV. RESPONSIBILITIES/ACTIVITIES

Key Responsibilities

Scoping and Follow-up Opportunities

- Conduct market research to identify corporate entities with strong CSR commitments aligned with CISDI's mission and program goals.
- Develop and maintain a partner prospect list categorized by industry, CSR focus, and geographic reach to manage the partnership pipeline effectively.
- Craft compelling proposals highlighting CISDI's work, impact, and alignment with corporate CSR priorities.
- Analyze trends in corporate giving and CSR initiatives to identify emerging opportunities and adjust the partner prospect list accordingly, keeping the pipeline dynamic and relevant. (Contributes to pipeline development & ongoing refinement)
- Collaborate with Project Leads to ensure proposed projects align with partner capabilities and CSR objectives.
- Attend industry events, conferences, and networking opportunities to build relationships with potential corporate partners.
- Facilitate joint planning sessions between CISDI teams and corporate stakeholders to develop impactful CSR initiatives.
- Act as a liaison between CISDI and corporate partners for ongoing collaboration and problem-solving.

Crowdfunding and Merchandise Fundraising

- Collaborate with the Corporate and Fundraising team to design and implement crowdfunding campaigns leveraging merchandise sales.
- Identify trends and opportunities in merchandise-based fundraising to enhance reach and revenue.
- Coordinate with vendors and stakeholders to ensure the quality, branding, and distribution of merchandise align with CISDI's goals.
- Analyze and report on the performance of crowdfunding initiatives to refine strategies and increase fundraising impact.

Reporting and Continuous Improvement

- Conduct lessons-learned exercises following partnership and fundraising initiatives, documenting insights to improve future strategies.
- Share findings and recommendations with the Corporate Partnership Lead and internal teams.
- Ensure comprehensive documentation of all partnership processes, including legal compliance and CSR reporting requirements.

V. OUTPUT/MEASUREMENT

Partnership Development:

- Number of CSR-based partnerships secured (improved proposal success rates)
- Quality and relevance of partner prospect lists.
- Positive feedback from corporate stakeholders.
- Number of new type of partners onboard

Fundraising Success:

- Increase in revenue from crowdfunding and merchandise sales.
- Number of merchandise units sold and their geographic distribution.
- Growth in donor engagement through merchandise-driven campaigns.

Strategic Alignment:

- Percentage of proposals accepted by corporate partners.
- Alignment of corporate-funded projects with CISDI's mission and priorities.

Reporting and Documentation:

- Completeness and quality of partnership documentation.
- Number of lessons-learned reports generated and applied.

VI. QUALIFICATIONS

A. Minimum Qualifications

1. Bachelor's degree in a relevant field, such as Public Health, Business Administration, International Relations, or Nonprofit Management.
2. Minimum 3 years of experience in business development, corporate partnerships, or a related field.
3. Experience working with CSR initiatives and corporate social responsibility departments is a plus.
4. Proficient in written and verbal English communication.
5. Strong organizational skills and attention to detail.
6. Excellent written and verbal communication skills to effectively present findings, recommendations, and pipeline progress to stakeholders.

B. Competencies

1. Proven ability to lead and manage complex projects, including planning, execution, monitoring, and evaluation.
2. Experience in developing project timelines, budgets, and resource allocation plans.
3. Skilled in risk identification and mitigation strategies to ensure project success.
4. Experience in project reporting and communicating progress to stakeholders.

5. Strong research skills with the ability to gather and analyze data from various sources, including industry reports, corporate databases, and CSR trends.
6. Proficient in utilizing relevant research tools and databases to identify potential corporate partners.
7. Ability to identify emerging trends and opportunities in the CSR landscape.
8. Skilled in active listening and incorporating stakeholder feedback into the pipeline development process.

Additional Requirements:

1. Understanding of health system issues and CISDI's mission is a plus.
2. Familiarity with corporate social responsibility (CSR) concepts and best practices is preferred.
3. Proficiency in project management software and relevant data analysis tools (e.g., Excel) is essential.
4. Ability to travel occasionally for meetings or partner development activities may be required.