

SCOPE OF WORK	
Position	: Partnership and Strategy Senior Manager
Department	: CEO Office
Employee Type	: Contract
	Revision Date : 23 April 2026

I. CISDI AND OUR CULTURE

CISDI is a full-service Center of Expertise. We work in close collaboration with the government and other partners to support client-owned PHC systems, to ensure robust and public-oriented policies for PHC are set and subsequently implemented. Our mission is to drive a systemic, evidence-based transformation of Indonesia's and other countries' health systems by integrating research, participatory action, policy influence, and partnership.

CISDI is structured into five fully integrated units ranging from advisory and MEL to policy advocacy, knowledge production, behavior change communication, and digital health. During the last 5 years CISDI has nearly tripled in both size and scope. We are positioned to continue this growth trajectory due to increased client requests and expanding into new business sectors. To ensure we operate internally at the high level we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems.

CISDI's corporate culture is our "Super Power". We hire highly intelligent professionals who thrive on challenges and they are given the freedom to express their creativity by solving complex healthcare sectoral issues. Our people thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

II. SUMMARY OF ROLE

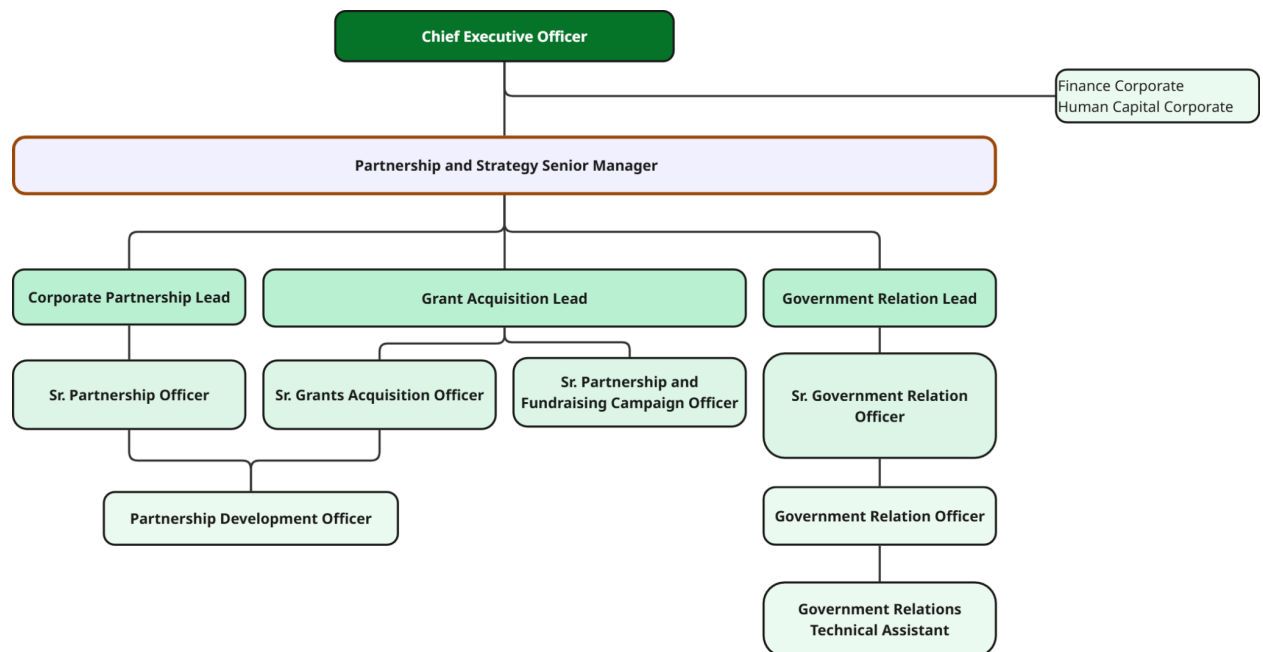
The Partnership and Strategy Senior Manager leads the management of CISDI's partnership lifecycle, from business development and contract negotiations to long term partner maintenance for new as well as ongoing Donors and clients. This role requires a private sector's proactive business development model including targeting potential donors or clients, creating compelling value propositions to securing opportunities across corporate, government, and donor segments. Given the current changing global health architecture, CISDI has made a strategic decision to open and pursue collaborative platforms and partnerships, while expanding CISDI's reach within the traditional donor model.

This role's objective is to expand CISDI's professional networks by translating CISDI's strategic ambition into actionable, high-impact programs. This Senior Manager ensures that CISDI stays ahead of the curve, consistently cultivating a robust partner pipeline and funding streams that align with the organization's long-term strategic priorities. The position focuses on driving the growth of CISDI's collaborative ecosystem by building and maintaining a robust pipeline through meticulous database

management and engagement tracking. Beyond overseeing the development and submission of high-quality, winning proposals, the role actively pursues diverse opportunities and opens new networks through a proactive outreach strategy. By working closely with CISDI executives, the position ensures that all contract commitments are seamlessly aligned with contract deliverables and monitored through project completion.

The Senior Manager for Partnership and Strategy plays a key role in coordinating partnership, fundraising, and business development processes, ensuring all marketing and sales efforts are strategically positioned, well-managed, and contribute to the impact and sustainability of CISDI's programs. Through structured coordination and relationship management, this role strengthens CISDI's ability to secure and sustain meaningful partnerships that advances its vision.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Partnership Opportunity Identification	<ul style="list-style-type: none"> ● Translate strategic portfolio directions into partnership opportunities ● Scan and analyze potential partners across sectors (government, donors, private sector) ● Identify and prioritize high-potential partnership leads ● Align identified opportunities with organizational and program priorities 	<ul style="list-style-type: none"> ● Mapped partnership opportunities ● Prioritized list of prospective partners ● Alignment of opportunities with strategic portfolio
Proposal Development and Submission	<ul style="list-style-type: none"> ● Maintain and update partnership database ● Track partnership pipeline from prospecting to contract closure ● Monitor status and progress of ongoing partnership engagements ● Ensure data accuracy and proper documentation of partner interaction 	<ul style="list-style-type: none"> ● Updated and accurate partnership database ● Functional and trackable partnership pipeline ● Budget compliant with organizational standards
Cross-functional Coordination and Deliverables Management	<ul style="list-style-type: none"> ● Coordinate with Executive Sponsor on proposal development quality and timeline ● Align partnership commitments with program implementation plans ● Monitor program deliverable progress ● Monitor timely and quality fulfillment of agreed contract 	<ul style="list-style-type: none"> ● Coordinated and aligned proposals ● Alignment between partnership agreements and program delivery ● Monitor timely completion of deliverables

	outputs and escalate issues to CEO	
Partnership, Fundraising, and Business Development Management	<ul style="list-style-type: none"> ● Manage end-to-end partnership and fundraising processes ● Identify and pursue new funding and business development opportunities ● Build and maintain relationships with strategic partners, donors and clients ● Oversee execution of partnership fundraising and Business Development initiatives 	<ul style="list-style-type: none"> ● Secured partnerships and funding opportunities ● Growth in partnership and fundraising portfolio ● Strengthened external relationships ● Effective execution of business development initiatives

V. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> ● CEO and Executive Leadership Team ● Operations Team (Vice CEO, HC, Finance)
External	<ul style="list-style-type: none"> ● Donors ● Government Institutions ● Corporate Enterprises

VI. QUALIFICATIONS

A. Minimum Qualifications

- Master's degree in a relevant field
- Minimum of 5 years of professional experience in partnerships, fundraising, or business development
- At least 1 year of experience managing or supervising a team
- Proven experience managing relationships with corporate donors and/or institutional donors
- Experience working in non-governmental organizations (NGOs) or the non-profit sector
- Strong understanding of partnership development, donor engagement, and fundraising processes
- Demonstrated ability to manage multiple partnerships and stakeholder relationships simultaneously
- Strong relationship management and stakeholder engagement skills
- Excellent communication, negotiation, and interpersonal skills
- Strong writing and presentation skills

B. Competencies

- Core Competencies
 - Partnership development
 - Stakeholder engagement
 - Strategic alignment
 - Collaboration management
 - Relationship building
- Technical Competencies
 - Donor engagement
 - Proposal development
 - Partnership management
 - Stakeholder mapping
 - Program coordination
- Behavioral Competencies
 - Collaborative mindset
 - Strategic thinking
 - Results orientation
 - Adaptive thinking
 - Effective communication