Partnership Manager

Background

Atma is an Accelerator for education NGOs and social enterprises and has significant expertise in due diligence of education projects, capacity building and impact assessment. As part of the Atma Accelerator Program, Atma empowers grassroots educational initiatives to grow bigger, better and stronger, in a lasting way.

Job role:

The role of the Partnership Manager is to work closely with the leadership in the Atma Accelerator Program and setting and achieving their 3/5 year goals in organisational capacity building.

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<th>No.</th>
<th>Key Job Area</th>
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<tr>
<td>1</td>
<td><strong>Project Management</strong></td>
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<td>• Management of assigned Atma Portfolios and their process</td>
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<td>• Work with Chief Operating Officer and Portfolio Organizations to define future outcomes for the Partnership</td>
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<td>• Facilitate regular Partnership meetings and support Portfolio Organizations to achieve mutually determined objectives through in-house expertise, planning workshops, sharing of hard-bound and electronic resources, etc.</td>
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<td>• Assemble resources and volunteers with aid of other staff members</td>
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<td>• Manage volunteers and work process in outcome execution</td>
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<td>• Ensure follow through on outcomes executed so that outcome is a useful addition to the Atma Portfolio</td>
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<td>2</td>
<td><strong>Execution Management</strong></td>
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<td>• Work with Volunteer Coordinator to create job descriptions for volunteer vacancies</td>
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<td>• Work with Volunteer Coordinator to identify suitable volunteers for vacancies</td>
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Location: Pune

Time Commitment: Full Time

Reporting: Partnership Manager
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| 1 | Manage introduction of volunteers to Atma Portfolio and Project  
   Create work plan with volunteer  
   Meet with volunteers regularly to ensure work plan in being executed accordingly  
   Assist volunteers by locating any new resources as required for outcome execution  
   Work in collaboration with the Volunteer Coordinator to mediate conflict between the Portfolio Organization and the volunteers and consultants pertaining to only job related issues.  
   Ensure the successful completion of the job tasks assigned to any volunteer or consultant within Portfolio Organization.  |
| 2 | Training and Workshops  
   Identify areas where workshops maybe required by NGOs  
   Work with Executive Director in creation and execution of trainings and workshops for wider NGO community  
   Assist in follow up with workshop participants  |
| 3 | Portfolio Specific Trainings  
   Work with Executive Director and Atma Portfolios to identify needs for additional training in Portfolio Organizations,  
   Mobilize necessary resources for trainings  
   Execution of trainings.  |
| 4 | M&E and Documentation  
   Regularly enter outcomes and Partnership hours in the Atma Partnership Database.  
   Regularly update outcome binders.  
   Conduct quarterly reviews of Atma Partnership with the Portfolio Organization and Executive Director  
   Facilitate the conduct of annual monitoring exercise with Atma Portfolios to assess the performance on Partnership outcomes as well as to receive Portfolio feedback on the model of support.  
   Assist in the framing and composition of case studies of the Atma Partnership process.  |
| 5 | Other tasks  
   Working with Graduated Portfolios  
   Identifying and Recruiting Portfolios  
   Fundraising with Portfolios  
   Administration and Recruitment  
   Conducting Research studies  |
Qualification and Experience

- Bachelors in Education (B.Ed)/ Diploma in Education (D.Ed)
- Two - three years’ experience as an Educator/ worked in an Education Organisation in a management position preferred
- Experience/ knowledge of the non – profit sector.

Core Competencies:

- Strong communication skills
- Fluency in English &/or Marathi & Hindi
- Excellent planning and organization skills
- Efficiency and result driven
- Highly motivated and committed
- High level of imagination and resourceful