

Position Description

Title: **Manager, Institutional Partnerships Global Advocacy**
Category: **Full time position**
Reports to: **Senior Strategist, Institutional Partnerships Global Advocacy**
Location: **Kansas City, MO**
Effective: **November 2015**

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

Summary

The Manager of Institutional Partnerships is responsible for the effective coordination and tracking of partnerships with key “enabling” institutions—organizations that accelerate Water.org’s efforts to replicate and scale the adoption of its signature WaterCredit model and WSS Finance models. The Manager plays a central role in supporting the Senior Strategist to facilitate early stage growth of the Institutional Partnerships function, especially in developing a pipeline of partners to advance Water.org’s strategic plan and achieve organizational metrics year-to-year. Collaborating closely across Global Advocacy, the Manager of Institutional Partnerships will support Water.org’s position on Water Supply and Sanitation Finance (WSS) along with the specific policies that support WSS Finance globally and in the markets where we operate.

The Manager of Institutional Partnerships will be expected to immediately support the team in advancing existing partnerships and over time, regularly interface with senior level partner staff at multi-lateral development agencies, large-scale funders, financial institutions, and practitioner alliances. Effective relationship building, coordination and engagement with apex, enabler partnerships will demand proficient engagement skills and relational acumen both externally and internally. The Manager will play a central role facilitating cross-functional information and alignment to ensure Water.org’s technical teams are informed, aligned strategically and effectively integrated for optimal tactical execution in the field.

Fundamental to the success of the Manager of Institutional Partnerships role is a deep understanding of Water.org’s approach, expertise, results, and operating structure as well as experience communicating our scaling mission. Based in Kansas City, this position will report to the Senior Strategist of Institutional Partnerships and is a member of Water.org’s Global Advocacy team. The Manager will coordinate closely with the Global Advocacy team and with International Programs and Monitoring and Evaluation (M&E) teams in Kansas City, MO and in locations around the world. On-going collaboration with the marketing and communications teams and Office of the CEO (based in Kansas City, MO), and frequent participation representing Water.org to external audiences through public presentations and private partnership negotiations is required.

Responsibilities

- Support the Senior Strategist of Institutional Partnerships in the identification, cultivation and management of a strategic, high-impact portfolio of institutional partnerships with apex organizations to

enable the adoption and scale of WaterCredit and WSS Finance to more than triple Water.org's impact from 3MM people reached in 2015.

- Participate alongside (or sometimes in place of) Senior Strategist of Institutional Partnerships at partnership and sector meetings with the goal of cultivating/developing/scoping partnerships, providing technical and field knowledge.
- Contribute to Global Advocacy's process and success through strategic thinking, identifying and conveying best practices, innovative solutions, and approaches to advancing WSS Finance scale through collective impact.
- Under direction of the Senior Strategist of Institutional Partnerships develop and keep current a scorecard of Tier One and Tier Two Partnerships tracking key metrics and on-going progress for each partnership; codify results on a regular basis as part of global advocacy quarterly reporting across the organization, coordinating closely with the Senior Manager, Global Advocacy to ensure Institutional Partnership results are adequately represented in departmental and donor reporting.
- Serve as a central integrating "link" between Global Advocacy and International Programs teams identifying and facilitating opportunities and methods for efficient operational alignment and linkage.
- Responsible for gathering, codifying, and keeping current Water.org's models, value proposition documents, scale strategy, and evidence base to disseminate to Institutional Partnerships' key stakeholder audiences. This includes on-going management of a vault of PowerPoint presentations, Webinars, and bulletins specific to Institutional Partnerships and Global Advocacy. This requires close cross-functional collaboration across all functions of the organization, in particular International Program's Knowledge and Learning and Monitoring and Evaluation teams.
- Responsible for keeping Partnership Guides up-to-date for each Partner organization. Work with the Senior Strategist of Institutional Partnerships to develop and disseminate a Partnerships Guide instruction manual for staff to facilitate the organization's strength and skill interfacing with and managing a complex apex partnership.
- Collaborate with M&E and Public Affairs to develop materials and presentations to showcase the WaterPortal, program evaluations, and leverage Water.org's data assets for multiple objectives.
- Coordinate with Global Advocacy's Policy Manager and team providing research and refined insights to help shape Water.org's external policy positions related to, for example, affordable financing, climate change, Economic gains for the poor, which demonstrate Water.org's vision, mission and "glocal" understanding of the crisis and external forces.
- As needed over time represent Water.org at high-level meetings and key conferences to support Global Advocacy objectives broadly and specifically to share results of the organization's Institutional Partnerships strategy.
- Represent Institutional Partnerships and Global Advocacy teams on internal task forces and cross-departmental projects as needed.
- Other duties and responsibilities as identified and assigned.

Skills and Competencies

- Extremely strong and demonstrable work ethic. Ability to work under pressure and multitask in a fast-paced start-up environment. Comfortable taking ownership of projects and showcasing key accomplishments.
- The ability to work individually and collaboratively (internally and externally) to successfully achieve annual organization and department objectives.
- Ability to work within a small, nimble team and proactively communicate internally on a regular basis so that team remains aligned and integrated while being based in different locations.
- Demonstrated penchant for strategic and analytic thinking; strong oral, written and listening communication skills; ability to present effectively across multiple levels in an organization, in multiple formats.
- Professionalism and experience working and interacting with senior staff, international development

organizations, government agencies, and local implementing organizations.

- Experience in academic report and proposal and/or donor report writing.
- Attention to detail, flexibility to handle changing environments, strong organizational skills and demonstrated ability to be a valuable team member.
- Strives for continued learning opportunities to build upon craft. Ability to accept feedback and constructive critique positively.
- A passion for learning more about and supporting the Water.org mission.
- Must be trustworthy and reliable and able to deal appropriately with confidential information.
- Skilled in clear presentation of complex ideas and information.

Requirements

- Bachelor's Degree required; Master's Degree preferred.
- Seven to 10 years of relevant work experience that demonstrates understanding of policy and technical aspects of development issues and water and sanitation.
- Three to five years of work experience in an international organization or other international experience. Preference for program and partner management.
- Foreign language proficiency preferred and/or regional experience in priority geographic areas such as India or Southeast Asia.
- Proficiency in Microsoft Word and Excel, Outlook, PowerPoint and Adobe.

Travel Requirement – Willingness to travel up to 25% domestically and internationally.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

Application Information

Please apply at <http://water.org/about/careers/> . Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

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