

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a registered trademark symbol (®) to the upper right. The text is set against a dark red rectangular background.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Programme and Resource
Development Manager - Practice

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The Practice Programme at IIHS is responsible for providing cutting-edge and integrated solutions to India's urban development challenges by bringing together faculty and experts across diverse domains of knowledge and practice, exposing learners to real-life problems, and integrating the practice into academics and research.

The programme and resource development manager will be responsible for the development and implementation of institutional strategy related to business engagements. The role requires effective leadership in planning and conceptualisation of programme development activities; and reviewing/writing funding proposals for Governmental and non-Governmental organisations, and other donors.

This is a regular full-time position located out of Chennai/ Bangalore/ Delhi, and will be responsible for successful engagements with multiple organisations and business pursuits.

Activities and Tasks

Responsibilities and deliverables will include, but not be limited to, the following:

Partnerships

- Identifying partnership opportunities with the National and State Governments, multilateral and bilateral agencies, other national and international development partners, and CSR;
- Strengthening relationships and brand building of IIHS with allied departments and ministries of State and Central Government, national and international foundations, bilateral and multilateral agencies, other development partners, and CSR wings of the corporate houses;
- Reviewing State and Central Government missions, schemes, grants, programs, and initiating business engagements in the domain of environmental services in tandem with the programme team;
- Reviewing EOI, RFP and tender of multilateral, bilateral agencies, other national and international development partners, and CSR; and initiating business engagement;
- Attending various summits organised by Government development partners and corporates for networking and exploring business opportunities;

Proposal Development

- Enabling proposal development, including responses to competitive bids for Government, foundation, and corporate grants;
- Extending review support for funding proposals and due diligence process to align with donor priorities;
- Supporting in developing Scopes of Work (SOWs) and reviewing teaming agreements;

Project Management

- Reviewing and continually exploring market opportunities for programmatic growth, and supporting leadership in developing strategy and action plan;
- Leading, managing, and participating in a cross-functional team and tracking and evaluating approaches for improvement;
- Understanding internal capability and facilitating the creation of communication aids/ knowledge products for dissemination;

Others

- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-building at IIHS; carrying out tasks as assigned by IIHS and traveling on IIHS work within or outside the country as needed.

Structure and Reporting

The programme and resource development manager will report to the Senior Lead - Practice or to any other person designated by the Chief – Practice at IIHS, and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations, and students.

Person Specification

The ideal candidate should have:

- Training in Sanitation, Urban Planning, Non-Profit Project Management, Development Studies, Business Development, or related disciplines with 8-10 years of relevant experience;
- A demonstrable track record of developing business with Government and non-Government organisations, especially in the Water-Sanitation/ Climate Change/ Solid Waste Management domains;
- Clear understanding of Central and State Government departments, institutional frameworks, schemes, interventions, and procurement procedures;
- Knowledge of diverse funding mechanisms, with particular emphasis on large foundations, CSR, and the pursuit of corporate partnerships; experience in fundraising would be an added advantage;
- Experience working in multi-disciplinary teams along with good people management skills is desirable;
- Knowledge of FCRA and CSR rules and regulations, and the ability to achieve work objectives within the relevant regulatory context;
- Proven ability to stay abreast of current issues and emerging funding trends are expected, along with the ability to develop and deliver winning pitch presentations;

- Professional- to native-level fluency in spoken, written, and reading Tamil, Hindi, and English is required, along with a sound knowledge of MS Office packages and data management tools.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position could be based out of Chennai or Bangalore or Delhi and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@ihs.co.in if you need any clarifications while filling the online application form.



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