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## **Job Description- Manager - Childcare Services Partnership Development**

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Mobile Creches (MC) has been operational since 1969, pioneering Early Childhood Care and Development (ECCD) with a focus on addressing the needs of young children. MC employs a multi-pronged approach that includes working with children of construction workers, urban slum communities, training, and advocacy to address both immediate and long-term needs. Recognized as a technical resource by the government, MC is now scaling up its efforts in partnership with government bodies and civil society organizations.

MC operates Day Care Centres providing holistic services (nutrition, health, education, care, and protection) for children. Learn more about MC and its programs at [www.mobilecreches.org](http://www.mobilecreches.org).

As an organization, Mobile Creches adheres to a strict safeguarding policy. All staff, volunteers, interns, vendors, consultants, etc. are obliged to be aware of the conditions of this policy, be a signatory to this, and follow the norms.

**Department-** Child Care Services Partnership Development

**Designation:** - Manager – Partnership Development -Childcare Services

**Position Overview:**

The **Manager-Partnership Development** will drive collaboration with NGOs, civil society organizations, and government bodies to advance Mobile Creches' mission. This role involves identifying, developing, and nurturing partnerships, ensuring alignment with program goals, and enhancing the scale and impact of MC's childcare initiatives. The Manager will also oversee operational excellence, resource mobilization, and stakeholder engagement across project locations.

**Level:** 5

**Reporting to:** - Thematic Lead- Child Care Services Partnership Development

**Reported by:** - Program Officer

**Educational Qualifications:** Master's degree in social work, Social Studies, Public Health, Education, Rural Management, or a related field.

**Total work Experience:** Minimum of 7-9 years of experience in project management, NGO collaboration, or government partnerships, ideally in early childhood development. Minimum two years' experience of handling a team under their supervision.

**Essential Requirements:**

- Willingness to travel 2-3 weeks per month.
- Proficient and strong communication skills in English. Basic understanding of Hindi is a plus.

## Key Responsibilities:

### 1. Donor and partnership Engagement

- **Building and managing partnerships** – Engaging with CSR donors, institutional donors, government agencies and grass root NGOs is a key responsibility.
- **Developing donor engagement strategies** – Ensuring long-term collaborations requires strategic planning and execution.
- **Representation and advocacy** – Attending donor meetings, conferences, and events strengthens organizational visibility.
- **Employee engagement for CSR donors** – Encouraging donor participation in initiatives fosters deeper commitment and collaboration.

### 2. Fundraising and Resource Mobilization

- Develop compelling funding proposals, grant applications, and concept notes for corporate and institutional donors.
- Lead fundraising efforts by pitching MC's childcare services to prospective donors.
- Maintain strong relationships with existing donors, ensuring compliance with funding requirements.

### 3. Proposal Writing, Report Writing, and Documentation

- Prepare high-quality proposals, reports, presentations, and impact assessments for donors and stakeholders.
- Document case studies, best practices, and success stories to showcase the impact of MC's initiatives.
- Contribute to advocacy campaigns by preparing policy briefs and research-based documents.

### 4. Financial Oversight and Compliance

- Track donor funding, financial commitments, and reporting timelines.
- Monitor budgets and ensure accountability in resource utilization.
- Ensure compliance with legal, operational, and safeguarding policies.

### 5. Capacity Building and Team Leadership

- Organize training/orientation sessions for partners, donors, and field teams.
- Mentor and supervise Program Officers and Supervisors, fostering a culture of continuous learning.
- Conduct performance reviews, identify training needs, and enhance team capacity.

### 6. Donor Engagement and Review Meetings

- Schedule and participate in regular donor review meetings to provide updates and gather feedback.
- Ensure donor expectations are met by aligning project deliverables with funding commitments.
- Maintain a repository of donor reports, agreements, and communications.

## Key Skills and Competencies

- **Strategic Partnership Development:** Experience in managing relationships with CSR donors, government agencies, and institutional funders to drive impactful collaborations.
- **Fundraising & Proposal Development:** Strong ability to craft compelling proposals, concept notes, and donor reports, securing financial and programmatic support.
- **Stakeholder & Donor Engagement:** Expertise in managing donor relationships, conducting review meetings, and aligning projects with funder expectations.
- **Report Writing & Documentation:** Proficiency in developing high-quality reports, case studies, and impact documentation to support fundraising and advocacy efforts.
- **Communication & Presentation:** Excellent verbal and written communication skills in English; experience in delivering persuasive pitches and donor presentations.
- **Project Management:** Strong organizational skills to handle multiple partnerships, fundraising

initiatives, and donor deliverables effectively.

**System Strengthening & Policy Engagement:** Experience in working with government bodies and influencing policy discussions related to early childhood care and education.

- **Corporate Employee Engagement Programs:** Ability to design and implement employee engagement initiatives for corporate donors to enhance their involvement in social impact programs.
- **Any other task assigned by the reporting manager**

This role demands a proactive and dedicated individual committed to enhancing Mobile Creches' mission of delivering quality childcare services to marginalized communities.

Candidates willing to apply may please forward their resume to [hadmin@mobilecreches.org](mailto:hadmin@mobilecreches.org)

**along with a cover letter and the last drawn CTC. Cover letter and last drawn salary is a mandate.**

In the subject line, you may please mention the designation "Manager -Partnership Development Childcare Services"

***Applications will be reviewed on a rolling basis and the organisation reserves the right to close the position as soon as a suitable candidate is found. Hence, early applications are strongly encouraged.***