



Job Description: Manager - Outreach

About SEEDS

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response and rehabilitation. Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 28 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Position

The 'Manager - Outreach 'will primarily work on expanding opportunities for the organisation both from the reactive and proactive perspective. This will include business development, seeking collaboration opportunities and partnerships within India and internationally. She/he/they will be responsible for identifying opportunities, developing proposals, and developing systems and processes to ensure proposal deadlines are met and relevant documentation is managed well. They will functionally report to the Director, Strategic Partnerships.

Responsibilities

- **Lead** the process of **responding to EOIs and RFPs**
- Work will involve distilling **pain points**, key objectives, and activities from the **terms of references of RFPs and EOIS**
- Coordination with SEEDS team to finalize the **most appropriate team** for improving chances of RFP/EOIs conversion
- Development of **compliant** and professionally produced **responses to RFPs and EOIs** within strict timelines through desk research, interaction with the client, case study updates, CV updates, and interfacing with potential external experts
- **Development of a repository of EOIs & RFPs submitted**
- **Development of a repository of project case studies and CVs**
- **Development of a repository of consultants for potential partnerships**
- Support in **project execution** on a case by case basis
- Provide **technical assistance** to the Director, Strategic Partnerships for the Proactive business line

Qualifications

- **Masters in disaster management/ climate studies, MBA**
- **1-3 years of work experience** in research, projects, or in the development of proposals related to DRM/CCA/Urban Planning, etc.
- **Learnability, curiosity, and passion** in the fields of disaster risk management, climate change adaptation, urban planning, social impact, training and capacity development, and humanitarian architecture
- Strong working knowledge of **MS Word, MS Excel, and MS Presentation**
- **GIS and Remote sensing** skills will be a big plus
- Strong **time management and coordination** skills
- Strong written **English language** skills

We value

- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environments
- Ability to work in partnerships
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate, and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous, and highly flexible environments
- Ability to work and deliver independently as well as part of a team
- Ability to understand the implications and assess the appropriate degree of acceptable risk and take actions to minimize risk

Location

New Delhi

Travel

Willing to travel up to 10% of the time

Term

1 year; possibility to extend

Pay Scale

35,000 - 45,000 per month

How to Apply

Please send the following to joinus@seedsindia.org with the subject "Application: Manager - Outreach":

1. Resume
2. Cover letter highlighting your interest, relevant experience, and availability
3. Mention current and expected CTC

SEEDS is committed to diversity and inclusion within its workforce and encourages all candidates from marginalised castes (SC/ST/OBC), genders, sexuality, religions, and abilities to apply to become a part of the organisation.

For more information about the organisation, visit us at www.seedsindia.org.