



# Head- Development Advisory & Partnerships (DAP)

## Role profile

|                                       |                     |                         |               |
|---------------------------------------|---------------------|-------------------------|---------------|
| <b>Location</b>                       | New Delhi           | <b>Department</b>       | International |
| <b>Reports to (Job Title)</b>         | CEO Change Alliance |                         |               |
| <b>Matrix manager (if applicable)</b> | No                  | <b>Competency level</b> | 4             |

### Role definition

#### Role purpose

The primary purpose of this role is to provide leadership to the Consultancy Business, or formally Development Advisory operations and Partnerships, in Change Alliance Private Limited. The incumbent would contribute towards business development, strategy development, operational effectiveness, portfolio of services and client base, positioning the company as a high-quality delivery development sector consulting organisation. The role holder is expected to bring management leadership, leverage on the existing social capital, create sources of revenue generation and scale-up, and build a competitive and self-sustained consultancy business.

The role holder is expected to work on identification of new business; whilst also seeking innovative ways to generate new business offering. The incumbent will also ensure quality and effective delivery of the assignments and partnerships development and management. The incumbent will be expected to contribute value as a thought leader, providing strategic perspectives, insights and cutting-edge solutions and contribute for the growth and success of the company.

The role of Head – Development Advisory and Partnerships is directly line managed by the Chief Executive Officer and will be the part of senior leadership team.

#### Role Description

The Head– Development Advisory & Partnerships will be responsible for generating business and achieving revenue targets by effective delivery of projects on time. S/He should have the strong track record of working on Business Finance, Pricing, RFP /Bid Proposal, Strategy & Project Management, Contract Management and Branding across sectors. **The incumbent should possess experience** in formulating business strategy, identifying priorities and key focus areas for the practice and must have carried out a detailed competitive analysis and identified the strategic options for future growth of consulting business opportunities with the Government, Development sector (Multilateral, Bilateral & Civil Society Organisations), CSR, private sector and Philanthropy.

#### SPECIFIC RESPONSIBILITIES & KEY OUTCOMES:

The incumbent will have the following Key Result Areas (KRA's):

### **1. Taking a lead in the development of business opportunities & delivering Revenues**

- Position Change Alliance as a credible, competitive and results-oriented social impact consultancy organisation
- Maximise new business opportunities consistent with CAPL vision and values
- Build revenue and profitability of Change Alliance’s consultancy services as per plan
- Manage and build sales, project management and customer support teams
- Lead the pricing process to develop innovative pricing strategy while ensuring profitability and smooth cash flow
- Use technical skills in preparation and finalisation of bids/ proposals and reports
- Manage & Maintain relationships with new and existing clients at decision makers’ level
- Proactively identify and manage risks while building opportunities for the business
- Ability to lead and effectively manage teams working on sales targets & project implementation
- Design and introduce new service offerings.
- Develop strategic partnerships and large value contracts
- Manage civil society partnerships and oversight of quality delivery of programmes management
- Negotiate service level agreements and consultancy work
- Drive internal and external communications to share positive news and ensure effective communication and brand visibility
- Experience of leading themes/business verticals- Impact Advisory services, Gender, Diversity & Inclusion, governance and rights and Climate Change Adaptation, Resilience and DRR.

### **2. Own delivery of Client projects: Manage direct as well as extended teams for delivery of client projects while ensuring:**

- Operations management of the entire delivery process and all related aspects
- Measure effectiveness and efficiency of the operational process both internally and externally and find ways to improve processes
- Initiate and implement an innovative environment and high-performance culture
- Identify, organise and mobilise extended teams – both external and internal - for delivery of projects
- Influence the project roadmap, plan with the technical team and effectively coordinate to deliver the projects
- Timely delivery as per agreed project timelines and targets
- Review the technical deliverables and contribute to enhance the quality of in-house research reports
- Ensure quality assurance through well-developed systems and accountable procedures
- Monitor and Review Projects to ensure that all above are delivered as planned

### **3. Provide Leadership: As a member of the senior leadership team**

- Contribute to creation of an environment and culture that focuses on fulfilling the organisation’s mission, vision, and values.
- Contribute to overall value creation for Change Alliance internally and externally, in alignment with the organisational goals, under guidance from and as required by CEO from time to time
- Represent Development Advisory and partnerships in Board meetings when required

- Contribute to overall strategic and business planning
- Deliver agreed strategic and operational objectives
- Monitor performance of teams and key activities
- Produce accurate, timely and concise reports on areas of responsibility i.e., collaborate with colleagues, teams and disseminate knowledge as part of business communications
- Manage relationships with business clients, partners, service providers and vendors
- Any other duties and responsibilities required by the organisation

#### 4. People responsibilities

- Human resources planning of Development Advisory and Partnerships, and ensure it is staffed with a qualified and competent team
- Help people to develop through effectively supervising, coaching, and mentoring and team building
- Conduct performance reviews and contribute to feedback across all levels
- Contribute to people initiatives, including recruitment, retention, and training
- Understand and follow workplace policies and procedures

#### Role agility

**Expected national travel per annum**

Up to 75 days

**On call/unsocial hours** Yes

**Expected international travel per annum**

Occasional travel

**Surge capacity for emergency responses** No

#### Role requirements

##### Relationships

**External:** External relationships with potential clients (social sector organisation, government and private sector organisations). Represent organisation in external forums, meetings.

**Internal:** Work closely with CEO and Head - Finance and Program delivery team. Engage with wider team from the parent company in UK as and when required. Engage with Board and its members, as and when required.

##### Decision making

The role holder is authorised to exercise authority in managing people/team for the development of business and delivery of the bids/assignments.

**Budgetary/savings responsibility** The role holder will work within the approved budget/ estimate of budgets and manage and deliver projects/ assignments/ contracts as per the signed agreements.

**Analytical skills**

The role holder should possess research and analytical skills to manage and delivery of assignments/bids.

**Developing self and others**

**Number of Direct reports** 5

**Overall people management responsibility** 10

The role holder is expected to manage her/his team and build partnership and realise the potential of the team and promote teamwork, guide, support and encourage.

**Role related checks**

**Police Check** Basic      **Counter terrorism screening:** Yes

**Person specification**

**Applied skills/knowledge and expertise:**

**Essential**

- 15-20 years of experience in a reputed social sector and consulting sector with at least 10 years' experience in senior managerial role
- Exposure to Business Strategy and should have worked in a management consulting firm or Government / Development sector (Multilateral, Bilateral & Civil Society) / CSR and Philanthropy.
- Experience of working with the corporate sector in India – ideally with CSR experience & strong network in development sector
- A seasoned leader with proven ability to build high-performance and service delivery-oriented teams, which exceed service and quality expectations and meet compliance standards
- Incumbent should have good experience in business development
- Sound knowledge and experience of managing delivery of assignments
- Sound commercial acumen, management skills including managements of budgets, and preparation of accurate reports and forecasts
- Experience of managing and growing demanding customer accounts is vital as is a "Can do" attitude and a personable, collaborative nature
- Experience of securing and delivering consultancy services to corporates, governments, bilateral or multilateral donors
- Ability to manage the demanding clients' needs and collaborate internally with Business stakeholders to enhance operational efficiencies.
- Exemplary project management, negotiation, market research, and marketing skills.
- Strong conceptual knowledge coupled with a good understanding of business realities to recommend/advise implementable strategic and organizational interventions to clients
- Should have strong problem-solving skills, should have a tolerance for ambiguity/ complexity
- Should be able to handle and organize large volume of data/information
- Outstanding leadership ability and experience of establishing dynamic sales and delivery teams
- Act as an accomplished change agent in setting up processes and drive Operational Excellence
- Excellent communication skills with strong commercial and business acumen
- Ability to manage and lead teams, consultants and service providers.

**Desirable**

- Outstanding leadership ability and experience of establishing a dynamic sales team
- Excellent communication skills and be a natural sales professional with financial awareness and business acumen
- Team Player with engaging personality that both commands respect and wins support.
- Proactive and entrepreneurial approach
- Strategically minded, creative and analytical thinker
- Ability to work to tight deadlines and in a target driven environment
- Experience of developing business plans

**DATE CREATED**

07/11/2025

Further details of specific tasks and duties will be agreed upon with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies, and procedures within Change Alliance which may be updated from time to time.

You must be in sympathy with the aims, beliefs, and values of Change Alliance as it seeks to work on relief, development, and advocacy for social development.