



## JOB DESCRIPTION

JOB TITLE:	<b>SENIOR PROGRAM OFFICER – CAPITAL MOBILISATION</b>	ENGAGEMENT:	<b>FULL-TIME</b>
LOCATION:	<b>REMOTE (DELHI/NCR BASED)</b>	DEPARTMENT:	<b>PROGRAMS</b>
DURATION OF CONTRACT:	<b>1 YEAR</b>	JOINING:	<b>IMMEDIATE</b>

### Background

Oneworld Colab Pte Ltd (OwC) is a young Singapore-registered development consultancy firm which provides high quality advisory services and execution capabilities to funders, intermediaries and community-based organizations. OwC’s key objectives include designing pathways, strengthening capabilities and promoting action for social and economic empowerment in Asia, in line with United Nation’s Sustainable Development targets for the region.

Thematically, OwC’s key areas of focus include focus on community-led action against climate change and in empowering women and girls to lead lives with more agency and empowerment. It intends to work with actors who are deeply committed to achieving change that benefits communities with strong unmet needs.

In addition, OwC provides bespoke strategic advisory support to organizations and collaborative networks in the social sector to strengthen their access to capital and capabilities.

### About the Role

This role will work closely with OwC’s objective of providing advisory support to organizations and networks in the social sector in accessing capital and capabilities. It encompasses work across three interconnected workstreams — Strategic Advisory, which drives research and evidence; Capacity & Capital, which enables institutions to access finance; and Community Collaboratives, which empower grassroots organisations to lead locally driven action.

The Senior Program Officer will manage and grow this area of work, building the service offering, onboarding and servicing nonprofit clients, producing high-quality collateral (concept notes, funder decks, proposals, outreach materials), tracking funding pipelines and RFPs, and conducting the research and outreach that make capital mobilization initiatives, effective. The role will also support OwC’s own fundraising as a natural extension of this work.

We're looking for someone who combines strong writing and research skills with operational discipline, high interpersonal intelligence, and the ability to manage multiple client engagements simultaneously in a lean, fast-moving team.

## Key Responsibilities

### A. Client Service & Delivery (~45%)

- Manage OwC's capital mobilisation advisory engagements with nonprofit clients working at the intersection of gender and climate.
- Design and produce client-facing collaterals including concept notes, funder decks, partnership proposals, pitch materials, and case-for-support documents.
- Run client onboarding -assess organisational readiness, scope-out engagements, and set up delivery timelines.
- Conduct donor prospecting and funder mapping for clients: identify aligned funders, track giving cycles, and flag relevant RFPs and funding windows.
- Draft cold and warm outreach communications on behalf of clients (and OwC), positioning their work compellingly to prospective funders.
- Track service deliverables, milestones, and engagement KPIs across multiple concurrent clients.

### B. Research, Intelligence & Systems (~25%)

- Conduct rapid, high-quality research on funder landscapes, thematic trends, and sector developments to inform client strategy and OwC's positioning.
- Build and maintain a funding landscape intelligence system — tracking new RFPs, funder priority shifts, and climate-gender finance flows across India and South/South-East Asia.
- Design and manage operational trackers for client pipelines, deadlines, deliverables, and reporting cycles.
- Prepare strategy notes, landscape briefs, and evidence summaries that strengthen pitches and demonstrate thought leadership.
- Analyse programme data and impact evidence to build credible donor reporting narratives.

### C. Outreach, Communications & Visibility (~20%)

- Support OwC's external communications and funder outreach, ensuring consistency of messaging and brand positioning.
- Coordinate with external designers, writers, and communications partners to produce reports, decks, and thought-leadership content.
- Contribute to editorial calendars, newsletters, op-eds, and visibility materials that amplify OwC's capital mobilisation practice.
- Write engagement summaries, progress reports, and case studies for internal and external use.

#### D. OwC Fundraising & Ecosystem Support (~10%)

- Support OwC's own institutional fundraising as a natural extension of its larger canvas of work - contributing to proposals, funder relationship management, and pipeline tracking.
- Support planning and logistics for OwC-led convenings, dialogues, and multi-stakeholder events.
- Liaise with partners, vendors, and collaborators for event coordination and post-event follow-up.

#### Qualification and experience

- Master's degree in Climate Policy/Development Studies/Field of Social Studies from a reputed institution.
- At least 5 years of experience in capital mobilisation, fundraising advisory, partnerships, or programme management within the social impact, philanthropy, climate, or consulting sectors.
- Strong, demonstrated writing ability — experience producing concept notes, proposals, funder decks, and outreach communications.
- Familiarity with funding ecosystems, philanthropy, CSR, and impact investing in India and the broader South/South-East Asian context.
- Comfort with research, data, and systems — ability to build trackers, manage pipelines, and synthesise landscape intelligence.
- Exposure to or substantive interest in climate action, energy transitions, gender equity, or sustainable livelihoods.

#### Core Competencies

- **High interpersonal skills** — ability to build trust and work effectively with nonprofit leaders, funders, government actors, and grassroots partners.
- **Agility and pace** — ability to manage multiple concurrent engagements with structure and follow-through in a lean team.
- **Strategic-operational fluency:** The ability to hold a long-term vision while managing operational delivery across multiple districts and partners. Exhibited adeptness in multitasking ability is a necessity for this role.
- **Financial management discipline** — budget ownership, expenditure tracking, and donor reporting.
- **Fluency in MS-Office, Google workplace software**
- Mindset of **a curious, strong and supportive team player.**

#### Compensation

Commensurate with philanthropy and impact-sector pay bands in India. OwC is an equal opportunity employer and welcomes applications from all qualified candidates. OwC offers a highly dynamic and enabling work environment.

**Expected date of joining: Immediate**

## Other details

This is a full-time role based out of Delhi, NCR. Candidates should have access to high quality internet services, to enable seamless remote working. Duration of the contract is for 1 year from the date of commencement of the contract, with the option for extension based on mutual agreement. During this period, OWC reserves the right to move this contract to a registered entity in India, ensuring that the terms and conditions mentioned in the original contract are duly met.

## Application process

Send your resume to [contactus@oneworldcolab.org](mailto:contactus@oneworldcolab.org)

***No applications outside of this process will be considered.***