



JOB DESCRIPTION

POSITION: Manager/Sr. Project Coordinator (Inclusive Finance India Initiative)

LOCATION: Delhi

REPORTS TO: Executive Director

LEVEL/GRADE: Manager/Sr. Project Coordinator

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier-I), working with Civil Society Organizations, Government Departments, the Corporate sector, and Multilateral / Bilateral agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS with its head office in New Delhi has a pan-India presence with 9 state offices and 26 project offices.

For more information about ACCESS Development Services, please visit www.accessdev.org

A key thematic vertical of ACCESS is promoting financial inclusion in India through several broad-spectrum initiatives. At the sectoral level, ACCESS works as a Think Tank, supporting the enabling and policy environment for advancing financial inclusion and facilitating experience sharing and convergence among stakeholders through its flagship initiative - the Inclusive Finance India (IFI) Platform (www.inclusivefinanceindia.org). The Inclusive Finance India Summit which is organized annually for the last 19 years brings together all important stakeholders engaged in advancing financial inclusion in the country and through well-curated sessions helps to identify factors that exceed and accelerate financial inclusion in the country. Several studies including the annual Inclusive Finance India Report, State of Practice studies, policy papers, and other knowledge products are published as a part of this effort. The Inclusive Finance India Awards are convened annually to recognize and felicitate exemplary contributions of institutions and individuals who have contributed to financial inclusion in the country. Several policy and thematic roundtables and retreats are organized within the ambit of the IFI platform.



JOB DESCRIPTION SUMMARY

The position requires knowledge of the financial inclusion ecosystem and all-important stakeholders. Strong communication and network skills to engage with policymakers and thought leaders are critical to this position.

ROLES AND RESPONSIBILITIES:

Support Business Development and Resource Generation

- Support the business development by attracting stakeholders to partner, and sponsor the summit.
- Manage relationships with current funders and partners and identify and develop new relationships with strategic and relevant stakeholders and funding partners.
- Explore new program opportunities based on an assessment of gaps and opportunities in the financial inclusion landscape and accordingly widen the scope of IFI initiative to introduce, new themes and initiatives under the IFI platform

Support the Inclusive Finance India Initiative

- Be part of the team in managing the current sub-initiatives of IFI – annual Summit, Inclusive Finance India Report, Inclusive Finance India Awards, Webinars, Sectoral studies and policy papers, and Thematic and policy roundtables
- Proactively engage with a diverse set of stakeholders, including potential sponsors (both public and private institutions), technical partners, relevant government departments, regulators, apex development institutions of the government, with an appropriate value proposition and expand the ambit of stakeholder relationships in the IFI platform
- Develop and implement communication strategy including PR strategy and social media presence for promoting IFI initiative within and outside the country
- Identify and implement strategies for broadening the base of participation in the summit.
- Identify and implement strategies for enhancing the visibility of the IFI platform through the use of effective communication, use of technology, and other means.

Support Dissemination of knowledge

- Provide necessary support in developing policy briefs, policy papers, etc





- Ensure effective dissemination and policy briefs/papers through policy briefs, blog posts, social media etc.
- Provide support and guidance in the development of organizational communication materials including brochures, annual reports, website etc.

Qualifications:

Technical/Functional Skills

- Good knowledge about and exposure to policy and operational issues in financial inclusion
- Experience in proposal development and program planning, monitoring, and reporting
- High level of writing and communication skills, strong command in the English language, both written and verbal

Education & Experience:

- MBA/ Post graduate from a reputed University/Business school
- Minimum work experience of 3-5 years, including experience in the financial Inclusion/microfinance sector

Skills and competencies:

- Ability to network and build and maintain strategic relationships with a diverse set of stakeholders and to market propositions to stakeholders
- Understanding of the ecosystem of stakeholders and players including government and non-government agencies
- Ability to work effectively in teams and including in diverse work environments.



COMPENSATION: The salary range in this position is commensurate to industry standards and will be determined based upon the experiences and fixed as per the HR policies of the organization.

ACCESS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability,

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to sukhbir@accessdev.org. Only short-listed candidates will be contacted. The deadline is June 12th, 2023.

