

Manager- Fundraising & Donor Management

Reporting to: Director- Fundraising & Partnerships

We seeking to hire Manager- Fundraising & Donor Management in our Fundraising department.

Location: Mumbai (Head Office); occasional travel to Raigad (field visits with donors' partners & prospects, CSR & employee volunteers, internal / external events etc.)

Purpose / Role

- **Must have:** Responsible for raising funds through Institutions, Corporates, Corporate & Global Foundations, Philanthropist and other sources, manage relationships & engagement with such donors.
- **Good to have:** Planning & executing Events (including group volunteering options in/with our rural geographies) and social media networking and outreach experience.

Work Experience: Total 10 +years of which at least 5 years in a Business Development role and desirable at least 3 years in Fundraising

Responsibility: The role will include the following core responsibilities:

A) FUNDRAISING

- Achieve realistic time bound fundraising targets, agreed in consultation with key staff (Program teams, Finance etc.) CEO and the founders.
- Continually seek new and appropriate contact & partnership with relevant Corporates, Foundations & Philanthropists – to activate a diversified fundraising portfolio.
- Analytical skills, understanding of program budgets and costs, P&L, ROI, Impact metrics etc.
- Proposal writing and submitting RFPs as required.
- On boarding new Donors, negotiating MOUs with stakeholders and Closure.
- Managing & retaining existing and new donor relationships, maintaining records of MOUs, proposals, aim for donor delight to ensure continued year on year support to organization
- Represent the organization for various Industry Events & Meets
- Travel to Raigad (when required and scheduled) for all site visits / local official events

B) COMMUNICATION & MEDIA

- Develop fundraising messaging, material and publicity collateral for pitching & awareness.
- Co-owners reports & Communications to be shared with current funders and prospective
- Work on fundraising campaigns across different platforms to meet program budgets.

C) FINANCIAL OVERSIGHT & REPORTING

- Ability to understand and analyze costs / budgets and question program spends proposed for funding
- Work with implementation teams on budgets and costing structures for donors
- Work closely with the M&E team to ensure accurate, transparent and timely reporting to donor partners

Experience and Qualifications - The candidate is expected to possess the following

- Corporate experience in hospitality/media/BFSI in a business development/sales/ relationship mgt. role (desired)
- Experience of securing funding for charitable or NGO activities from a variety of funding streams (preferred)
- Total Work experience of 10+ years: exposure to the social sector/ directly in an NGO (Preferred)
- Skilled in analytics/ consulting/business development/sales (preferred)
- Excellent personal contacts and connections with potential major donors and supports
- Any Graduate/ Post Graduate – management education preferred.
- Exposure to MS office (Excel, Word & PPT) and basic number crunching would be value.

Personal Qualities – In all aspects of this role the following are essential:

- Interest in Social development and engaging people on ideas
- Solution Oriented. Solid Planning, Time Management & Organization abilities.
- Able to work under pressure, meeting key project & reporting deadlines.
- Adaptable and flexible to changing circumstances and needs of the role.
- High motivation and ability to work independently on agreed goals and targets.
- Ability to also work effectively as part of small close-knit team.
- Actively take part in ownership of the overall fundraising Program/activities of the organization.
- Excellent Communication and interpersonal Skills: good writing skills
- Commitment to confidentiality

Seniority Level – Associate

Industry - Non-Profit Organization Management; Civic & Social Organization

Employment Type – Full time

Job Functions - Business Development; Strategy/Planning; Customer.

How to apply

Interested candidates can mail their detailed resume **at contact@peopable.co.in** (Please mention the position name in Subject)