

Job Description

Job title: Fundraising Executive

Location:

Powai, Mumbai, Maharashtra.

May have to travel as and when required.

Position Summary:

We are looking for a Fundraising Executive. The Executive will be responsible for setting up and running structures, systems and processes essential for supporting the fundraising efforts, generating leads for creating a funder pipeline and raising funds for the organization. We encourage individuals with strong marketing skills and a knack for people and networking to apply for this role.

Role and Responsibilities:

Corporate & Institutional Partnerships

- Identify grant opportunities from domestic and international funders.
- Engage with CSR teams to secure multi-year funding and strategic partnerships.

Outreach and Lead Generation

- Attend conferences and networking events on behalf of the organization for lead generation
- Build a pipeline of potential funders and partners suitable for different projects and geographies
- Plan and execute fundraising events, donor meets, and crowdfunding campaigns.
- Collaborate with marketing teams to create fundraising content, impact stories, and donor appeal campaigns

Donor relations

- Assist in managing relationships with donors.
- Facilitate timely delivery of reports while managing donor expectations and adhering to the reporting timeline (write and review reports).
- Prepare stakeholder specific reports and assist in completing the due diligence requirements of donors by coordinating and collating data from Impact, Finance, Program, HR team.
- Manage and update the internal donor management system and ensure all prospective and current donor details are accurately recorded in the donor database.

Proposal and report writing

- Work closely with finance and operations on KPIs, budget requirements and program activities to develop proposals.
- Manage and maintain all profiles, complete application of interests, grant applications, proposals and award applications.

Requirements:

Knowledge and Technical Skills

1. Understanding of the philanthropy ecosystem in India and abroad
2. Strategic Thinking & planning to develop a long-term fundraising strategy and diversify funding sources.
3. Strong interpersonal skills to build and maintain relationships with donors, CSR heads, foundations, and HNIs.
4. Understanding of funding compliance, CSR laws, and donor reporting requirements.
5. High proficiency in Google Slides / Canva and communication skills is expected.

Behavioral Competencies and Values

- Citizen-Focused Mindset: Upholding the principle of placing the vulnerable citizen at the center of every initiative
- Entrepreneurial Energy: Showcasing ownership of time and resources to yield solutions
- Dealing with Ambiguity: Maintaining grace under pressure and showcasing a progressive approach
- Growth Mindset: Perceiving every experience as a learning curve and an opportunity for growth

Education and Experience:

We believe that reaching our vision demands that we have the best and brightest group of leaders working to lead our organization. Here are the minimum qualifications we look for:

- Graduation + 4 years of work experience with preference to fundraising experience
- Post Graduation + 3 years of work experience with a preference to fundraising experience.
- Prior work exp Fundraising (Min 70-80% Role should be in Fundraising - Corporate and HNI)

Compensation:

The compensation Rs.30,000 Per month.

depending on the qualifications, experience and fit to the role.

Based on the performance the range of compensation will be revised