

Assistant Manager Development (Fundraising)

Role Objective:

Draft and Execute approved Organization Resource Mobilization strategy including developing initiatives to better position the Organization for strategic and sustainable growth of funds and facilitating partnerships to enable this.

Responsibilities:

- Execute resource mobilization strategy in keeping with organization requirements
- Identify, convert and nurture new funding opportunities (individuals, trusts, corporate and other donor agencies)
- Cultivate strong relationships with existing funding partners
- Work closely with project teams at Salaam Bombay Foundation to understand their resource requirements (Cash and kind)
- Work closely with other verticals to implement strategic partnerships and alliances that lead to funding opportunities
- Provide inputs to support and set up infrastructure, including donor software, on line donations, registrations with Fund raising mediating agencies.
- Periodic updating of domain knowledge and environmental factors impacting the organisation
- Effective coordination and execution of annual resource mobilization events
- Research, understand and apply Best Practices

Fundraising:

- Responsible for conducting survey of potential corporate and industry segments for fund raising.
- Building long term relationships with current and prospective donor partners and establishing the infrastructure and brand positioning required for the same.
- Tracking the external funding environment and inflow of type/amount of funds, suggesting necessary adjustments to fund-raising strategies, to reach set targets.
- Ensuring set up of support infrastructure, including donor software; online donations, registration with fund-raising mediating agencies; liaising with vendors/telemarketers, etc.
- Maintaining records of all procedures, proposals donor database & reports as documentation for institutional learning

Proposals & Reports:

- Drafting proposal for grant application and monitoring their compliance to donor policy, priorities and requirements.
- Working with mass media to promote fundraising events, creating reports related to organizations activities.
- Overseeing project closure through financial and narrative reporting in coordination with other team members as required.
- To prepare report on monthly results

Requirement:

- Management degree in marketing
- Demonstrable experience leading and managing team
- Highly creative with experience in identifying target audiences and devising fund raising campaigns
- Minimum 5 years of total experience with at least 2 - 3 years of Fund raising experience in an NGO
- Up-to-date with the latest trends and best practices in Fundraising

Competencies:

- Negotiation/Influencing skills
- Persistence & resilience
- Attention to detail.
- Networking & building sustainable relationships
- Presentation Skills