

JOB TITLE: Assistant Manager - Fundraising

LOCATION: MUMBAI

DESCRIPTION: Overall responsibility of the job: The main responsibility for this role is to provide support to the manager in meeting fundraising targets and support on the wide range of tasks as required

RESPONSIBILITIES:

- > Undertake research on prospective corporates, foundations, institutional funders and High Net Worth Individual donors
- > Provide support to Manager for getting all details and maintain up-to-date database of research for sending proposals to appropriate funders
- > Generate leads from the software procured for increasing leads and shortlist the names of companies for meetings
- > Provide support to Manager to maintain and update record of individual funders and reports/thank you letters/80G receipts sent to each donor on timely basis
- > Process one-off and regular donations from both online and offline sources ensuring procedures are followed and information is recorded correctly
- > Upkeep and ensure the financial data required are updated and maintained in database as per credentials required in the proposals on a regular basis.
- > Do the initial cold calling to corporates and scheduling meetings with CSR manager/head in coordination with the Manager
- > Support Manager to fill the initial level of proposals/vendor details, making presentations etc as per donor requirements.
- > Maintain the proposals and MoU's and donor reports in one place and update the folder as and when required.
- > Provide support to manager in organizing any donor engagement or fundraising event- other coordination required with team or participants/guests
- > Create and maintain the database for all existing, new and potential partnerships.

REQUIRED SKILLS

- > Good communication skills, oral and written communication, with exceptional attention to detail
- > Networking
- > Proposal Writing
- > Proficiency in MS Powerpoint, Excel and Word
- > Story Telling ability
- > Attention to detail
- > Enthusiasm and drive for fundraising for a great cause is essential; experience of it is desirable but not essential
- > Aptitude for or (if possible experience of) working with databases, ideally in a customer care environment
- > Strong attention to detail and focus on accuracy
- > Very comfortable with all types of technology and innovative ways of engaging with individual donors
- > Energetic, creative
- > Engaging personal skills both face to face and on the telephone
- > Basic knowledge of graphics is preferred-Example- Canva, Adobe Spark, Illustrator, Photoshop
- > Flexible, willing and able to turn their hand to multiple different tasks as the work required

QUALIFICATION REQUIRED

- > Minimum Graduate in any stream
- > Preferred prior minimum 2 years of research and fundraising experience in NGO