

JOB DESCRIPTION: FUNDRAISING & VOLUNTEER COORDINATOR



ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

THE PROFILE

Fundraising

1. Create a calendar of events for fundraising activities and generate money and traction for SNEHA through these events on a quarterly basis.
2. Work with the fundraising committee to help deliver fundraising goals
3. Handle all receipts and payments of donations received through retail options and through the website. Manage the donor relationship.
4. Handle all tasks related to annual fundraiser and marathon. This would include planning meetings, fundraising , day to day management and closure post event to ensure all donors are serviced (including I thank you letters , tax receipts etc.)
5. Coordinate a schedule of outreach presentations to different stakeholders to promote the brand SNEHA.
6. Maintain Donor database about current and prospective donor demographics

Volunteer and Intern Management:

1. Promote volunteer and internship possibilities with different colleges and universities
2. Seek out opportunities to acquire interns and volunteers and receive and process requests received through the website.
3. Coordinate activities of interns and volunteers received through corporates and ensure suitable opportunities are available and are managed end to end.

Livelihood:

1. Seek out opportunities for sales of products under the brand ' Quilt essentially SNEHA'
2. Tie up with corporates for annual and festive gifting
3. Help with sales and marketing during sales

EXPERIENCE AND QUALIFICATIONS

- Graduate in any discipline
- Diploma in PR and Media
- 3- 4 years' experience in event management/PR
- Some experience in a non-profit would be preferred
- Excellent public speaking skills
- Excellent written and verbal communication skills
- Trouble shooting and decision making skills. Professional, self-starter, ability to work with little supervision
- Basic proficiency in Excel and MS Word.

SALARY AND EMPLOYMENT CONDITIONS

Salary will be as per existing bands and based on qualifications, prior experience and suitability to the role.

APPLICATIONS

To be sent by **13th February 2017** via email to hr@snehamumbai.org with Subject line: **Fundraising & Volunteer Coordinator.**