OPENING FOR: FUNDRAISING OFFICER

NAME OF THE PROGRAM: CENTRAL OPERATIONS

ROLE REPORTS TO: FUNDRAISING MANAGER

JOB LOCATION: SANTACRUZ

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.

PURPOSE OF THE ROLE

- To execute the organization’s fundraising plan

THE PROFILE

RESPONSIBILITIES (DAY TO DAY ACTIVITIES)

- Creation and updation of prospect list of donors – CSR, Foundations, Retail, HNIs
- Prospecting of smaller corporates and other institutions/foundations
- Completion of due diligence formats, helping with online proposal forms, accreditations
- Manage the data updation and report generation on donor management system; stay up to date on changes/upgrades in donor management system
- Enable timely communication with donors – issue of 80G receipts, tracking of donor reports
- Help with organization of fundraising and donor events, including Marathon, Annual Fundraiser, Donor round-tables and other events
- Coordinate with program and domain teams as required for proposal submission, donor reports, etc.
- Manage the implementation of Volunteer management system including co-coordinating with program teams and Domain functions to address requests for volunteering
- Coordinate with Communications Manager for online crowdfunding and fundraising campaigns
- Facilitate site visits of donors and other stakeholders
- Any other work that may be assigned to achieve fundraising and organizational goals
- Ensure adherence to SNEHA values, policies and guidelines.
WORKING RELATIONSHIPS
- Internal: Program teams, Finance team, Communications, HR & Admin, IM
- External: CSR donors, Prospective donors, Indian and international Foundations, Retail donors, Institutional donors, Software vendor (for donor management software), Crowd funding platforms, Accreditation agencies, Social sector Intermediary organisations, Volunteers
- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated from this role. Other tasks may be assigned as necessary according to organizational needs.

PERSON SPECIFICATION REQUIREMENT

ESSENTIAL
- Bachelor’s degree in any discipline

DESIRABLE
- 1-2 years of work experience in the services industry preferred

ESSENTIAL (5 ESSENTIAL SKILLS FOR THE ROLE)
- Good Communication skills in all forms – written, oral and online
- Strong organization and implementation skills
- Should work well in a team
- Good analytical skills
- Sound values and work ethics

DESIRABLE (5 DESIREABLE SKILLS FOR THE ROLE)
- Achievement mind set and an eagerness to take initiative
- Constantly learning and innovating
- Ability to work with cross functional teams
- Problem solver and results oriented
- Positive and supportive approach

APPLICATIONS
Interested candidates can send CV via email on: shikha.kotian@snehamumbai.org OR recruitment@snehamumbai.org to with Subject line: SNEHA: CENTRAL OPERATIONS-FUNDRAISING OFFICER-SANTACRUZ