

JOB DESCRIPTION: OFFICER-FUNDRAISING

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 is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and 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. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM

The Fundraising domain is responsible for fundraising activities within SNEHA for both program and non-program funding. The domain is also responsible for donor relationship management along with the respective program teams.

THE PROFILE – FUNDRAISING OFFICER

The Fundraising Officer will help with the execution of the organization's fundraising plan. The role involves working actively with SNEHA domain functions, like Finance, Communications, Admin, IM and HR. Externally the role will interface with CSR donors, prospective donors, Indian Foundations, Retail donors, Institutional donors, Software vendors (for donor management software), Crowdfunding platforms, and Social sector Intermediary organisations.

JOB LOCATION

Santacruz

DUTIES & RESPONSIBILITIES:

- Creation and updation of prospect list of donors – CSR, Foundations, Retail, HNIs
- Completion of due diligence formats, accreditations
- Manage the data updation, stay up to date on changes/upgrades in donor management system
- Recording of donation entries and coordination with finance team
- Enable timely communication with donors – issue of donation receipts, donor acknowledgment mails, and any other requests from donors.

- Support planning, organization and execution of fundraising and donor events, including Marathons, Annual Fundraisers, Donor round-tables and other events
- Manage the implementation of the Volunteer management system including co-coordinating with program teams and Domain functions to address requests for volunteering
- Co-ordination with programs for 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.

MANAGEMENT & REPORTING

The role reports to the Fundraising Co-ordinator

QUALIFICATIONS & EXPERIENCE

1. Graduate degree in any discipline
2. 1 to 2 years of experience in the services industry or development sector

SKILLS AND COMPETENCIES

1. Good Communication skills in all forms – written, oral and online
2. Well-versed in MS Office – Excel, PPT, Google spreadsheets, etc.
3. Good analytical (numbers) skills
4. Achievement mindset and an eagerness to take initiative
5. Problem-solver and results-oriented
6. Ability to work in teams and with people across functions

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: “Officer-Fundraising”