

**Job Title** : Fundraising Consultant  
**Reporting To** : Head of Individual Fundraising  
**No. Of Vacancies** : 5  
**Location** : Delhi

The Organisation is a section 8 company registered under the Companies Act 2013 (earlier section 25) in India, working for bringing sustainable changes in the lives of children living alone or at risk on the streets.

The Organisation endeavours to ensure that each child living or passing through the railway stations that our organisation works with, is offered a comprehensive recovery and reintegration programme which is rights based and ensures safety, well-being and permanence.

**Job Purpose:**

The role's responsibilities is to acquire new donors and retain existing donors through tele calling as per data generated and retain by the organisation. Also this role needs to call to all donors for data fulfilment purposes, include responding in an effectively and timely manner to enquiries through all channels, handling donor data as well as enquiries and other local support to fundraising team in The Organisation.

**Key responsibilities:**

- Acquiring donors through face-to-face interactions.
- Communicate with donors to follow-up on queries, verify donors' details, and thank donors for their donations.
- Provide frontline, external engagement for Organisation Fundraising, handling donor and public interest professionally and courteously (including expressing thanks, handling complaints, providing information)
- Maintain hard and soft files of all donor's form.
- Undertake any other duties as delegated by the line manager.

**Expected competencies:**

- Bachelor's Degree/ College Dropouts in any field or related field preferred or the equivalent work experience.
- Proficient in data management
- Excellent communication skills in English & Hindi (both written & verbal)
- Ability to prioritise workload, work efficiently, be well organized, and maintain high standards under pressure
- Should be comfortable with field work.
- Preferred Candidates – South Delhi

**Expected attitude:**

- Commitment towards working on the cause of children in difficult circumstances
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life-which includes reporting suspicions of child abuse or any breach of these policies
- Extremely donor focused.
- Flexibility to work as part of teamwork and able to work on own initiative

**Compensation offered:**

The offer made to the selected candidate shall be commensurate with qualifications, experience, salary history and Industry standards.

Interested candidate please share your cv at:

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)



