

JOB SPECIFICATION: Senior Manager - Fundraising

Department: Fundraising

Immediate Superior: Director - Fundraising Director

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| 1. Context | Support the Fundraising vertical at Organization |
| 2. Organogram | CEO (1) → Director Fundraising (1) → Senior Manager Fundraising (1) → Manager Fundraising (2) |
| 3. Key Objectives of the Job | Raise funds for organization, manage donors and the team; align with organization's growth story and be a part of the movement to reduce the incidence of Child Sexual Abuse in India. |
| 4. Key responsibilities | <p>The key responsibilities of this role, among others, are:</p> <ul style="list-style-type: none">• Execute the Fundraising strategy• Support the end-to-end fundraising process – undertake research, identify new donors (national + international), meet potential donors, write proposals, undertake documentation• Undertake donor management and reporting – coordinate with internal teams for data and insights, track and write donor reports, send regular updates to donors, facilitate field visits• Effectively engage with donors, as needed – corporates, trusts/ foundations, grant-making organizations, family foundations, retail donors, and so on• Manage some funder relationships independently + support the CEO/ Director in managing others• Undertake research and be aware of trends in child protection and fundraising spaces (national + international)• Working with the team, explore new/ innovative fundraising ideas• Manage the fundraising team (currently consisting of 2 managerial level resources) |
| 5. Job Challenge | Raising funds for a complex and unacknowledged issue such as Child Sexual Abuse |
| 6. Specialized job competencies | <ul style="list-style-type: none">• Passion, determination, and belief in the organization's vision and mission• Excellent communication and presentation skills with an ability to explain organization's story in a concise manner across a diverse stakeholder set• Strong people-management skills – team, internal stakeholders, external stakeholders □ Experience in planning and an eye for detail• Strong numeric skills and project management skills (MS excel should be your friend) |
| 7. Educational Qualification | MBA/ PGDBM/ MS (graduates with relevant experience are also encouraged to apply) |
| 8. Desired Experience | <ul style="list-style-type: none">• Experience in fundraising in the development sector is ideal• Business development/ sales experience in management consulting/ industry will be valued |
| 9. Other desired attributes | Excellent written and spoken communication in English; ability to work in a small team; good interpersonal skills; ability to handle high-pressure situations and uncertainty; drive to carry on despite possible setbacks |
| 10. Location | Mumbai |
| 11. Salary | INR 15 lakh+ (depending on qualifications, years of experience, alignment with the role, organizational fit) + travel allowance + therapeutic allowance |

How To Apply

Interested candidates can share their updated CV at contact@pmspl.net.in mentioning the name of the position in the **subject line**

