

## **JOB SPECIFICATION: Senior Manager - Fundraising**

Department: Fundraising

Immediate Superior: Director - Fundraising Director

<b>1. Context</b>	Support the Fundraising vertical at organization
<b>2. Organogram</b>	CEO (1) → Director Fundraising (1) → Senior Manager Fundraising (1) → Manager Fundraising (2)
<b>3. Key Objectives of the Job</b>	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.
<b>4. Key responsibilities</b>	<p>The key responsibilities of this role, among others, are:</p> <ul style="list-style-type: none"><li>• Execute the Fundraising strategy</li><li>• Support the end-to-end fundraising process – undertake research, identify new donors (national + international), meet potential donors, write proposals, undertake documentation</li><li>• 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</li><li>• Effectively engage with donors, as needed – corporates, trusts/ foundations, grant-making organizations, family foundations, retail donors, and so on</li><li>• Manage some funder relationships independently + support the CEO/ Director in managing others</li><li>• Undertake research and be aware of trends in child protection and fundraising spaces (national + international)</li><li>• Working with the team, explore new/ innovative fundraising ideas</li><li>• Manage the fundraising team (currently consisting of 2 managerial level resources)</li></ul>
<b>5. Job Challenge</b>	Raising funds for a complex and unacknowledged issue such as Child Sexual Abuse
<b>6. Specialized job competencies</b>	<ul style="list-style-type: none"><li>• Passion, determination, and belief in the organization's vision and mission</li><li>• Excellent communication and presentation skills with an ability to explain organization's story in a concise manner across a diverse stakeholder set</li><li>• Strong people-management skills – team, internal stakeholders, external stakeholders □ Experience in planning and an eye for detail</li><li>• Strong numeric skills and project management skills (MS excel should be your friend)</li></ul>
<b>7. Educational Qualification</b>	MBA/ PGDBM/ MS (graduates with relevant experience are also encouraged to apply)
<b>8. Desired Experience</b>	<ul style="list-style-type: none"><li>• Experience in fundraising in the development sector is ideal</li><li>• Business development/ sales experience in management consulting/ industry will be valued</li></ul>
<b>9. Other desired attributes</b>	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
<b>10. Location</b>	Mumbai
<b>11. Salary</b>	INR 15 lakh+ (depending on qualifications, years of experience, alignment with the role, organizational fit) + travel allowance + therapeutic allowance
<b>Interested candidates can share their updated cv on <a href="mailto:contact@pmspl.net.in">contact@pmspl.net.in</a> mentioning the name of the position in the subject line.</b>	



