



Assistant Manager/Manager Development

Role Objective:

Draft and Execute approved Organisation Resource Mobilisation strategy including developing initiatives to better position the Organization for strategic and sustainable growth of funds and facilitating partnerships to enable this.

To support in the delivery of targeted fund-raising objectives of the Development Vertical, ensuring impactful implementation of the specified objectives.

Responsibilities:

- Execute resource mobilisation strategy in keeping with organisation requirements
- Identify, convert and nurture new funding opportunities (individuals, trusts, corporate and other donor agencies)
- Cultivate strong relationships with existing funding partners
- Work closely with the existing development team at Salaam Bombay Foundation.
- Work closely with project teams at Salaam Bombay Foundation to understand their resource requirements (Cash and kind)
- Work closely with other verticals to implement strategic partnerships and alliances that lead to funding opportunities
- Provide inputs to support and set up infrastructure, including donor software, on line donations, registrations with Fund raising mediating agencies.
- Periodic updating of domain knowledge and environmental factors impacting the organisation
- Effective coordination and execution of annual resource mobilization events
- Research, understand and apply Best Practices

Fund raising:

- Responsible for conducting survey of potential corporate and industry segments for fund raising.
- Building long-term relationships with current and prospective donor partners
- Tracking the external funding environment and inflow of type/amount of funds, suggesting necessary adjustments to fund-raising strategies, to reach set targets.
- Ensuring set up of support infrastructure, including donor software; online donations, registration with fund-raising mediating agencies; liaising with vendors/telemarketers, etc.
- Maintaining records of all procedures, proposals donor database & reports as documentation for institutional learning



Proposals & Reports:

- Drafting proposals for grant application and monitoring their compliance to donor policy, priorities and requirements.
- Overseeing project closure through financial and narrative reporting in coordination with other team members as required.
- To prepare reports on monthly results
- Making presentations and delivery of the same

Requirement:

- Management degree in marketing/ other relevant stream
- Demonstrable experience leading and managing team
- Highly creative with experience in identifying target audiences and devising fund raising campaigns
- Minimum 5 years of total experience with at least 2 - 3 years of fund-raising experience in an NGO
- Up-to-date with the latest trends and best practices in fundraising
- Any previous relevant work experience working in the Social Development sector in the Education / Health sectors is preferable

Competencies:

- Negotiation/Influencing skills
- Persistence & resilience
- Attention to detail
- Team Player
- Go getter
- Networking & building sustainable relationships
- Presentation Skills
- Excellent verbal and written communication skills