

PROFILE SNAPSHOT

Designation: Manager Business Development

- ✚ **Role:** We are seeking a passionate and strategic Business Development Manager to lead our fundraising, partnerships, and growth efforts. The role involves identifying new funding opportunities, building long-term relationships with donors and partners, and collaborating with internal teams to align business development with program goals.
- ✚ **Educational Requirement:** Post-graduate degree in any discipline, preferably MBA
- ✚ **Experience:** 5-6 years in customer-facing roles, including sales, CRM or business development
- ✚ **Location:** Santacruz
- ✚ **Reports to:** Director- Resource Mobilization

COMPREHENSIVE OVERVIEW OF THE POSITION

Core Responsibilities:

➤ **Business Development & Fundraising Strategy**

- Develop and implement strategic fundraising plans aligned with organizational goals.
- Identify and secure funding opportunities through research and donor outreach.
- Build proposals, concept notes, and pitch decks for donor engagement.
- Drive end-to-end donor lifecycle management from prospecting to on boarding.
- Organize fundraising campaigns, donor meetings, and engagement events.
- Strengthen donor relationships through stewardship and volunteering initiatives.
- Stay informed about industry trends and regulatory changes affecting NGO funding.

➤ **Collaboration, Partnerships & Coordination**

- Establish and manage relationships with corporate CSR partners, foundations, philanthropic networks, and HNIs.
- Collaborate with program teams to align donor proposals with project needs.
- Work closely with communications and marketing teams for fundraising outreach.
- Coordinate with finance and operations teams to ensure donor compliance and documentation.
- Represent the organization at forums, conferences, and donor meetings to enhance visibility.

➤ **Monitoring & Reporting**

- Maintain an active donor and prospect pipeline with tracking mechanisms.
- Monitor fundraising progress against targets and report performance to leadership.

- Ensure timely submission of donor reports, funding updates, and compliance documentation.
- Use data insights and engagement metrics to strengthen fundraising strategies.
- Support additional responsibilities assigned to meet fundraising goals in alignment with organizational values and policies.

BEHAVIOURAL COMPETENCIES

- Excellent communication, presentation, and proposal writing skills
- Strong networking and relationship management abilities
- Strategic planning and negotiation skills
- Ability to manage multiple projects and deadlines
- Familiarity with CSR, grant processes, and donor reporting standards
- Proficiency in MS Office Suite; experience with CRM tools preferred

CRITICAL TRAITS

- Result-oriented, proactive, and self-driven
- High level of integrity and commitment to social impact
- Ability to work collaboratively across teams
- Strong organizational and analytical skills