

The organisation, established in 2009, is a Public Charitable Trust that works towards creating an equitable society to enhance quality of life for all through the empowerment of marginalized and underprivileged communities in India. The organisation works for the Health and Wellbeing of remote and under-served groups, with an additional focus on children, persons with disabilities and women. The organisation also works for holistic Education and Livelihood development of our communities. Our Two-Fold Strategy involves identifying and working within Aspirational Districts and high poverty index in the North, North-East and East regions within specific states, as well as catering to lower-income and migratory populations in cities, through urban programs.

Over its 15 years of existence, The organisation has reached more than 35 million beneficiaries through its programs. The organisation works with communities through direct implementation of projects on the ground in addition to providing local management and monitoring support to not-for-profit organizations in India funded through organisation USA and RIST.

2. GENERAL INFORMATION

Location of Job: Gurugram

Type of Employment: Contractual (with potential for permanent based on performance)

3. JOB PURPOSE

We are looking for an enterprising, energetic and self-driven professional with passion towards social impact. This role will be key in diversifying organisation's donor base as well as strategic partnerships, while sustaining trusted relationships with existing funders.

Candidate needs to have a problem-solving approach, be able and willing work in a fast-paced environment and be highly accountable and outcome driven. An outgoing personality, passion about working in the social sector, and willingness to learn is key.

4. KEY ACCOUNTABILITIES

A. Strategic Fundraising & Partnerships Outreach

- Identify, cultivate, and convert new corporate and institutional partners for funding support to organisation projects based on annual fundraising targets.
- Strengthen relationships with existing donors in alignment with organisation's partnership strategy.
- Proactively engage corporate entities to raise awareness of their CSR responsibilities and align their priorities with organisation's social initiatives.
- Organize and participate in outreach events, networking opportunities, and presentations to position the organisation as a trusted CSR partner.
- Map and identify opportunities for engaging HNIs for making donations to various projects of their own interest.

B. Program Design and Proposal Development

- Work closely with program teams to co-create initiatives and assist in developing innovative programs that appeal to donors, demonstrating scalability, impact, and alignment with organisation's goals.
- Support regional teams based in the states to develop strategic partnership with potential corporate /institutional donors.
- Support the program team in proposal and budget development process for partnership projects including research, drafting, and customizing presentations to match donor priorities.
- Review the proposal and budget developed by the program teams before submission to the donors
- Ensure timely submissions of high-quality, persuasive proposals with clear objectives, deliverables, and expected impact.

C. Donor Relationship Management & Impact Reporting

- Manage end-to-end relationships with key donors and corporate partners, ensuring regular communication, engagement, and feedback.
- Work with internal teams (programs, finance, MEL) to prepare customized and timely impact reports for donors, highlighting key achievements, milestones, and utilization of funds and ensure donor deliverables like MoUs, reports, and utilization certificates are met on time.
- Facilitate donor field visits, and impact showcasing to deepen partnerships.

- Support storytelling efforts by providing data, case studies, and insights to showcase organisation's work effectively.
- Orient the program and finance teams on the donor pre-requisites with respect to project reporting, branding, communication, timelines, et cetera and also its adherence.

D. Data & Insight-Driven Management

- Develop and maintain a robust CRM system and donor database with thematic and geographical division to monitor partnerships, fundraising activities, and commitments.
- Analyze donor trends, preferences, and behavior to inform fundraising strategies and enhance engagement.
- Prepare and share insightful reports (monthly, quarterly) to track progress, measure outcomes, and support decision-making for senior management.

E. Other Responsibilities

- This role may also require managing development of fundraising/partnership oriented collaterals, events as required, as well as relationship management for selected strategic partnership programs with reputed institutions and organizations.

5. QUALIFICATIONS & SKILLS

Educational Qualifications & Relevant Experience

- Education: Bachelor's degree from an accredited and reputable university is required; MBA or a relevant postgraduate degree is preferred.
- Experience: 7-9 years in Corporate Fundraising, Client Services, Marketing, or Business Development. (Some Non-profit experience is preferred but not essential.)

Technical Skills

- Excellent written and verbal communication skills (English a must, Hindi an asset) with good sense of narrative, design and attention to detail.
- High proficiency in MS Office (Word, PowerPoint and Excel) and Google Workspace.

- Experience with writing/editing proposals, making pitch presentations as well as data analysis and visualization of data results is a must.
- Experience with CRM systems, and tools such as Canva, Mailchimp, SurveyMonkey etc. would be an asset

Behavioural Skills & Additional Requirements

- Problem-solving and outcome-driven mindset.
- Strong interpersonal and relationship management skills, with experience and comfort communicating with senior stakeholders, both internally and externally
- Ability to multitask, work under pressure, and manage timelines independently.
- Adaptability and comfort with diverse teams and technology tools.
- Applicant should be willing to travel to the field with donor teams and serve as liaison between them and beneficiaries and field staff.

Interested candidates please send your cv at :- contact@pmspl.net.in