**Job Description: Manager, Fund Raising and Donor Management**

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| **Organisation** | **Job Title** | **Reporting To** | **Location** | **Contract** |
| **The PRIDE India** | **Manager Fund Raising and Donor Management** | **President** | **Head Office Mumbai** | **FTC** |

**About The PRIDE India:** The PRIDE India is a non-governmental organization committed to bringing a sustainable change in the marginalized communities living in rural and urban poverty by helping them lead lives filled with dignity and self-respect. We work across various thematic areas including Health Care and Sanitation, Child Centric Development, Ideal Village, Livelihood Development, Women Empowerment, Disaster Relief and Rehabilitation.

**Role Overview:** The Manager Fund Raising and Donor Management will play a key role in developing and executing the organization’s fundraising strategies to ensure financial sustainability. This position involves cultivating and maintaining relationships with donors, identifying new funding opportunities, and managing donor communications and reporting. The role requires a proactive, results-driven individual with excellent communication and relationship management skills.

**Key Responsibilities:**

**Fundraising Strategy Development:**

* Develop and implement comprehensive fundraising strategies to support the organization’s strategic goals.
* Identify and pursue new fundraising opportunities, including corporate partnerships, grants, and individual donations.
* Work closely with the President and Regional Heads to align fundraising efforts with the organization’s mission and goals.

**Donor Relationship Management:**

* Cultivate and maintain strong relationships with existing donors, ensuring their continued engagement and support.
* Develop and implement donor stewardship plans, including regular communication, updates, and recognition initiatives.
* Respond to donor inquiries and requests in a timely and professional manner.

**Proposal Writing and Grant Management:**

* Prepare compelling grant proposals and funding applications to secure financial support from foundations, corporations, and government agencies.
* Manage the entire grant cycle, from proposal submission to reporting and renewal, ensuring compliance with donor requirements.
* Collaborate with program teams to gather relevant information and data for proposals and reports.

**Donor Reporting and Communications:**

* Prepare and deliver regular reports to donors, showcasing the impact of their contributions and the progress of funded programs.
* Develop and distribute donor newsletters, impact stories, and other communication materials to keep donors informed and engaged.
* Organize donor visits, events, and meetings to strengthen relationships and showcase the organization’s work.

**Data Management and Analysis:**

* Maintain accurate records of donor information, contributions, and communications in the donor management system.
* Analyze fundraising data to track performance, identify trends, and make informed decisions to improve fundraising efforts.
* Monitor and evaluate the effectiveness of fundraising strategies and activities, providing regular reports to the President.

**Collaboration and Teamwork:**

* Work collaboratively with program, finance, and communications teams to ensure alignment of fundraising efforts with organizational priorities.
* Participate in team meetings, strategy sessions, and other organizational activities as required.
* Support other resource mobilization activities as needed.

**Other Duties:**

* Undertake additional duties as directed by the Reporting Manager, ensuring alignment with the organizational objectives and vision, thereby contributing to the overall mission of the organization.

**Qualifications and Experience:**

* Bachelor’s degree in Business, Communications, Non-profit Management, or a related field (Master’s preferred).
* A minimum of 5-7 years of experience in fundraising, donor relations, or a related field, preferably within the non-profit sector.
* Proven track record of successful fundraising and donor management.
* Excellent written and verbal communication skills, with the ability to craft compelling proposals and reports.
* Strong relationship management skills, with the ability to engage and inspire donors.
* Proficiency in donor management software and MS Office.
* Ability to work independently and as part of a team in a fast-paced, dynamic environment.
* Commitment to The PRIDE India's mission, values, and ethical standards.