

Job Description – Assistant Manager Fundraising

Designation	Assistant Manager (Fundraising) Development
Department	Development
Location	Mumbai
Employment type	Employment contract
Report to	Assistant Sr. Manager Development
Positions reporting to this role	-
Employment level	Junior

Version No:			
JD No.:		Version No.:	V1
Effective date:		JD approved by:	

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization

Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions
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Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

✓ **Job Profile**

✓ **Scope & overview of the role:**

The Assistant Manager Development (Fundraising) will work with the Manager(s) - Development to develop and manage relationship with the donors by ensuring regular communications and adherence to reporting timelines with donors.

✓ **Areas of Responsibility:**

- Research & build a sustainable pipeline of prospective International & Domestic donors by researching on new & innovative fundraising channels
- Work closely with all HO based teams & district teams for donor stewardship
- Lead and participate in external events & conferences to further expand the donor outreach
- Coordinate and participate in initiatives to build team and organization capabilities towards improving engagement with corporate donor entities.
- Support the Manager in representation of Educate Girls' program.
- Generate high quality proposals, reports, presentations, award application
- Donor Management
- Ensure timely & accurate reporting and due diligence as per donor expectations.
- Liaise with different departments in the organization to collect and collate relevant information for donor reports/queries
- Manage updation of the internal donor management system and ensure that all prospective and current corporate donor details are accurately recorded in the donor database

✓ **Core Responsibilities**

Breakdown of main tasks in percentages:

- Writing: proposals, presentations, reports: 60% Liaise with various departments within EG to collect and present relevant information to stakeholders

- Ensure regular communications and adherence to reporting timelines with existing donors
- Manage relationships with current and new corporate donors
- Assist the manager in due diligence, research and other donor management tasks - 40%

✓ **Liaise with:**

All Functions, District & Regional teams, Donors & Partners

✓ **Education Background:**

Graduate/ Post graduate degree in social sciences, development studies, business management or equivalent qualification preferred.

✓ **Work Experience:**

Freshers from relevant courses/1-2 years of work experience in Development sector.

✓ **Skills Set:**

• **Soft skills:**

- Excellent communication, writing & presentation skills
- Commitment to Educate Girls' mission and values
- Gender sensitivity
- Attention to detail & adherence to deadlines
- Ability to work with people from varied backgrounds, at all management levels

• **Technical skills:**

- Good knowledge of Microsoft Office-Excel, Power point, word
- Good Research & deep diving skills

✓ **Travel requirement:**

1-2 Field Visits per quarter

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."