

## Job Description – Fund Raising Relationship Manager / Senior Manager

Key Position Information:	
Job Title	Donor Relations Manager / Senior Manager
Department	Purpose & Resource Mobilization
Position Location	Mumbai
Type of Agreement	Renewable fixed-term contract
Position Reporting	Director-Purpose & Resource Mobilization
Position Reportees	Development Associates
Position Level	Senior-L4

### Educate Girls – An Overview:

Vision- We aim to achieve behavioral, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enroll and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services. We are at [www.educategirls.ngo](http://www.educategirls.ngo) for detailed information on our vision, mission and programs.

### Position Overview:

The Donor Relations Manager will work closely with Director - Purpose & Resource Mobilization to manage end to end relationship with Indian & International donors (international foundations) by ensuring regular communications and adherence to reporting timelines with donors. The purpose of this role is to oversee the strategy related to donor relationship management. This role is responsible for developing and implementing engagement and fundraising strategies to enhance and grow revenue and current donors

### Position Key Responsibilities:

The Manager will be responsible for following key areas:

- Develop, manage and implement a Relationship Management strategy in conjunction with Director PRM with prime focus on Institutional and Corporate Partnerships
- Primary responsibility of managing end to end relationship with donors including major donors, Corporates, Trusts and Institutional funding
- Focus on developing partnerships and strategic engagements with International Foundations across geographies and sectors
- Responsible for renewals to meet organizational targets, strategize fundraising, implement and build team and organizational capabilities

- Develop letter of interests, grant applications, proposals, award applications etc.
- Lead and manage donor reporting
- 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
- Ensure grants / funds are effectively managed & reported on in a timely and accurate manner

#### **Breakdown of main tasks in percentages:**

Development: networking, renewals: As required

Donor Relationship Management: Proposals, presentations, reports, due diligence, etc.:

#### **Specific Responsibilities**

##### Strategic Support

- Analyse, implement and monitor new growth potentials by introducing new fundraising channels, up scaling existing activities and introducing innovative activities for fundraising for donors
- Proactively network and collaborate with a range of stakeholders with a key focus on institutional entities, partner NGOs and the communities to synergize broader development efforts, build relevant partnerships and enhance opportunities.
- Work closely with the PRM, Operations, Impact and Program teams within the organization to improve efficacy of outreach to donor entities.

##### Fundraising support

- Develop a comprehensive renewals and donor management plan to ensure identification, nurturing and management of potential and current donors.
- Work with the BD team to ensure a sustainable pipeline of donor support to manage the existing program and to meet growth and expansion needs of the organization.
- Lead and participate in activities to help improve the fundraising strategy and fundraising outcomes, including:
  - Develop and present periodic updates on current and potential key accounts for review with the senior management team
  - Be informed of team capabilities in context of donor requirements and identify training and process needs for review by senior management and,
  - Coordinate and participate in initiatives to build team and organization capabilities towards improving engagement with donor entities
- Provide comprehensive administrative assistance to PRM function, with a focus on fundraising support, effective database management and reporting, event logistics and donor stewardship efforts

##### Outreach

- Support the Director PRM in representation activities with donors, Domestic and International
- Reach out to donors (including donor renewals) and ensure adequate follow-up to include developing:

Project proposals

Concept notes

Letters of interest

Grant applications

Award application

- Conceptualize, plan and execute fundraising events in collaboration with internal EG team & external stakeholders (as required)

#### Donor Management, Service & Retention

- Manage relationships with current and new donors, domestic and international
- Monitor donor reporting needs on a continuing basis and ensure timely reporting and due diligence as per donor expectations.
- Liaise with different departments in the organization to collect and collate relevant information for donor reports.
- Manage updation of the internal donor management system and ensure that all current donor details are accurately recorded in the donor database.
- To deal with sensitive/critical donor feedback to pre-empt issues and manage sensitive relationships
- To ensure effective key account management to enhance donor retention and receive grant extensions

#### Desired Incumbent Profile:

**Personality:** Self-driven, result-oriented with a positive outlook with a clear focus on high quality output. Excellent conceptual and analytical skills. Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives. Empathic communicator, ability to see things from the other person's point of view. Sufficiently mobile and flexible to travel up to a few days a month. Ability to get along with variety of individuals and a team-player with exemplary leadership skills.

**Technology skills:** Must be adept in use of MS Office, particularly Excel, Word & PowerPoint, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

#### Specific Job Skills & Values:

- Proven track record of achieving set targets & experience of the Indian & International Foundations (institutional donors)
- Good understanding of the possibilities and tactics for influencing decision and policy makers, prospective and existing donors and other key actors
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Ability to communicate & work effectively with a wide range of audiences across levels
- Strong organizational skills and ability to effectively handle multiple tasks and meet strict deadlines.
- Excellent interpersonal skills, flexibility, adaptability and ability to work effectively as a member of a team.
- Proven capacity to supervise, train, coach and mentor staff
- Empathy
- Ability to work with international institutional donors – openness to work with diversified culture

#### Adherence to Code of Conduct & EG Policies:

This document reflects the job content at the time of designing the job description and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be incorporated in the job description on annual basis

All existing & new employees shall ensure that they at all times act in compliance with EG’s laid down Code of Conduct & adhere to all Policies of EG, including but not limited to Workplace Harassment Policy, Sexual Harassment Prevention and Redressal Policy, Child Protection Policy, Code of Conduct Policy, Whistleblower Policy, Work from Home Policy, Diversity and Inclusion Policy etc. EG has a zero-tolerance policy for all forms of discrimination.

**Preferred Education Background:**

- Post-graduate preferably in MBA (Marketing/ Business Development) from a reputed institution; or a similar field
- Excellent written and verbal communication skills

**Preferred Work Experience:**

- Minimum 5-7 years and above of professional experience in managing institutional donor relationships, business development, writing proposals, grant applications preferably in an NGO / International Foundations
- Proven analytical skills and ability to think strategically in relation to fundraising
- Demonstrated experience at networking, negotiation and selling skills
- Someone who takes initiative to follow up as well as create new relationships so as to expand the existing network
- Experience of writing proposals and reports for the specific purpose of fundraising

**Desired Competencies-**

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

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