

## Job Description – Resource Mobilization Associate

<b>Designation</b>	Resource Mobilization Associate
<b>Department</b>	Purpose & Resource Mobilization
<b>Location</b>	Mumbai
<b>Employment Type</b>	Renewable Full Time Employment Contract
<b>Report to</b>	
<b>Positions reporting to this role</b>	

### Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our 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

### Job Profile

The Resource Mobilization Associate will work with the Manager(s) - Development to develop and manage relationships with the donors by ensuring regular communications and adherence to reporting timelines with donors.

- Manage relationships with current donors (including impact investors, venture philanthropists, high net worth individuals, foundations and corporate organizations).
- Ensure regular communications and adherence to reporting timelines with donors.
- Liaise with various departments within EG to collect and present relevant information to stakeholders.
- Develop letter of interests, grant applications, proposals, award applications etc.
- Research and tracking of potential funding sources to help improvise the fundraising strategy.

Breakdown of main tasks in percentages:

- Conceptual work: strategy, concepts and presentations: 30%
- Writing: reports, proposals 70%

## **Areas of Responsibility-**

### **Donor relations**

- Assist in managing EG's relationships with donors. Facilitate timely delivery of reports while managing donor expectations and adhering to the reporting timeline (write and review reports).
- Prepare stakeholder specific reports and assist in completing the due diligence requirements of donors by coordinating and collating data from Impact, Finance, Program, HR team.
- Manage and update the internal donor management system (Salesforce) and ensure all prospective and current donor details are accurately recorded in the donor database.
- Research and selection of online fundraising / crowdfunding platforms best suited. Also, manage Educate Girls campaigns on the existing and new platforms.
- Support Dy. Manager and Manager – Development in representation activities with donors and strengthen EG's donor base for sustainability of the organizations activities.

### **Proposal and report writing**

- Work closely with finance, program, operations and M&E departments on KPIs, budget requirements, and program activities to develop proposals.
- Manage and maintain all Educate Girls funding profiles, complete application of interests, grant applications, proposals, award applications.

### **Education Background**

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

### **Travel requirement**

Will be required to make domestic visits as and when the need arises. This would include and will not be limited to field visits with donors, fundraising networking events, and potential funder meetings.

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