

Job Description – Manager Donor Reporting

Designation	Manager Donor Reporting
Department	Finance and Accounts
Location	Mumbai
Employment Type	Renewable Full Time Employment Contract
Report to	Associate Director Finance

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

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

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

EG's current and expanding programs require that the Strategic Partnerships and Communications Section have comparable capacity to meet the demand of EG's Donor reporting and grant management, Track and monitor Donor wise utilization and compliances, Moreover, the organization requires up-to-date reporting information to support the Senior Management and the Donors.

This Donor reporting manager will be responsible for all aspects required to prepare EG's donor reports for submission to the Senior Management for final clearance. The officer will also prepare and maintain the necessary information on reports and the reporting process and develop this material in an electronic and sharable mechanism. He/she will support and improve the quality of EG's growing donor reporting portfolio.

Areas of Responsibility

1) Preparation of Donor Proposal Budget.

- Identification of Outcome/Activity/geography to be pitched for Retail/CSR Donor
- Aligning EG Budget line item into donor format/Donor Guide line
- Build and update organization wide Funding grid

2) Management of Donor Reporting

- Build an organization wide Donor Dash board to track and Monitor Donor utilization periodically and provide input/insight to the other stake holders
- Build Donor Wise Dash board to track and Monitor utilization/Deliverable and other terms and condition given in the Grant agreement and provide insight to the other stake holder periodically
- Maintain on-schedule reporting process by coordinating reporting schedule with EG districts, Departments, and Head office.
- Engage with various stake holders to meet specific donor reporting needs and strengthen reporting processes.

3) Donor Reporting Coordination

- Liaise with District/State Lead and provide them complete information of funding of their geography and donor requirement.
- Provide Monthly Status of Utilization of grant to concern stake holder and if there is any course correction required.

4) Handling Donor Query & Due diligence and Donor Audit

- Handle PreGrant Due diligence
- Respond Donor Query regarding the budget Utilization & Variance
- Handle Donor Audit
- Manage routine donor-related correspondence

Competencies:

1) Corporate Competencies

- Demonstrates integrity by modelling the EG's values and ethical standards

- Promotes the vision, mission, and strategic goals of EG
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

2) Functional Competencies

Communication Skills

- Expresses ideas in writing in a clear, concise and organized manner for a variety of audiences
- Presents prepared information in a clear and organized manner

Creativity

- Works toward creative solutions by analyzing problems carefully and logically
- Seeks and welcomes new information and ways of performing duties
- Develops new ideas or options and assess their practicality
- Questions current approaches and explore new, more viable ways to accomplish objectives

Knowledge Management and Learning

- Promotes knowledge sharing and learning culture in the office
- Ability to create and communicate information systems
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Is able to set priorities, produces quality outputs, meets deadlines and manages time efficiently.
- Demonstrates openness to change and ability to manage complexities

Required Skills and Experience

- Master's Degree or equivalent in Business Administration, Finance and Accounting
- 5 years of experience in reporting domain.
- Added advantage - Experience in preparing donor/funding reports
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of web-based management systems.
- Travel requirement – 25% - 35%

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