

Job Description – Resource Mobilization Research Manager

Designation	Resource Mobilization Research Manager
Department	Purpose and Resource Mobilization
Location	Mumbai
Employment type	Renewable Full Time Employment Contract
Report to	AGM Individual Giving

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

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**

Resource Mobilization Research Manager will work with the resource mobilization team at Educate Girls with a focus on growing the donor base and maintaining donor relations through data backed strategy

✓ **Background of role**

This role will play a crucial role in supporting the entire resource mobilization team with research that will help identify new donors, approach them and deepen ties with existing donors. Educate Girls has a bold vision to impact over 10 million beneficiaries over the next 10 years, making us one of the largest organizations working in the girl education space in India. This role will be critical in supporting the team in designing a holistic fundraising strategy to meet its goals. It will also support the continued growth and improved efficiency of fundraising efforts.

✓ **Areas of Responsibility:**

- Develop strategy to undertake proactive research that will guide donor-centric and data driven decision making related to prospects and donors.
- Research and build an exhaustive donor database of different donor types (Institutional, Corporates and HNIs) by analyzing private and publicly available information – across the world with a focus on India and US.
- Identify their giving strategies and focus areas to find areas of alignment with our cause, program or geography.
- Do a detailed analysis of the prospective donors and existing donors and draw actionable insights about them.
- Use this information to support the team in drawing up plans to approach prospects and to bolster relationships with the existing donors – referrals, events we should host and attend, targeted brand campaigns that we should run etc.
- Set internal donor level targets after conducting thorough evaluation of donors for both their giving capacity and affinity to girl education cause.
- Maintain and update the donor database with information about the latest outreach and conversations with donors and new leads.
- Support the team in handling incoming leads and converting them.

✓ **Liaise with:** All internal departments within Educate Girls, external vendors and donors.

✓ **Education Background:** Post graduate degree in marketing or relevant field is preferred.

✓ **Work Experience:** 3-5 years of experience in research based role

✓ **Skills Set:**

• **Soft skills:**

- Good communication and relationship-building skills
- Good interpersonal skills
- Ability to manage time and prioritize projects to meet deadlines
- Good critical thinking skills
- Good presentation skills
- Strong attention to detail
- Proficient in English and Hindi

• **Technical skills:**

- Proficient in MS Office (Excel, PowerPoint, Word)
- Great analytical skills

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- Bachelor's degree in development research or relevant field
 - Proven track record of success and ability to synthesize large amounts of data into concise reports
 - Strong writing skills and attention to detail.
 - Ability and willingness to learn and grow with technological change.
- ✓ **Travel requirement:** Regular travel to program locations and meeting donors

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