

## Job Description – AM – Donor Management

<b>Designation</b>	AM – Donor Management
<b>Department</b>	Operations
<b>Location</b>	Mumbai
<b>Employment Type</b>	Renewable Full Time Employment Contract
<b>Report to</b>	Head Volunteer Mobilisation and NGO Partnerships
<b>Positions reporting to this role</b>	NA

### Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising 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 Donor Management Associate will report to Head Volunteer Mobilization and NGO Partnerships and will be based at Head Office in Mumbai. The position will assist the Head Volunteer Mobilization and NGO Partnerships in donor management and centralized procurements. The position will also support the field operations and coordination with different functions in head office. Key areas of focus for this role will be ensuring timely submission and coordination for all donor related KMs, budgets, query resolution and reporting and timely delivery of all centralized procurements.

## Areas of Responsibility

### Data Compilation, Reporting and Tracking

- Developing the KMI's for all donors against the requisitions raised by Resource Mobilization Team
- Coordination with field teams for all donor reports, queries, donor visits and other requirements from donors
- Monitoring of the performance of all donors against the committed KMI's and budget and ensure course corrective actions to ensure 100% achievement
- Develop the Donor narrative for all Quarterly, six monthly and annual reports and other concept notes as per the requirements
- Support the Resource Mobilization team with variance explanation for all donor reports- program and finance
- Compilation of Operations data and content for Annual Report
- Compilation of Quarterly Operations update for Board Meeting

### Operations Support

- Coordinate with internal team members at the headquarter office to respond to requirements arising from the state and district program teams.
- Support the field teams in organizing Foundation Day events
- Travel to program geographies as required towards developing program status reports

### Education Background

Hold a postgraduate degree in education, social sciences or social work.

### Work Experience

Have a minimum of 2 years of experience in the development sector preferably in the field of girls' education and donor management

### Skills Set

- **Soft skills:**
  - Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
  - Strong interpersonal skills and the ability to build relationships with stakeholders;
  - Excellent communication and presentation skills in English – both oral and written
- **Technical skills:**
  - Strong understanding and hold on data management and budget management

### Travel requirement- As per need

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