



Institutional Fundraising Associate

Location: Mumbai, Maharashtra

Information Links

www.educategirls.ngo

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)

About Educate Girls:

- Established in 2007, Educate Girls' is a non-profit that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.
- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Bihar.
- Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model. For more information log on to www.educategirls.ngo
- In the next 10 years, Educate Girls aims to build one of the largest second-chance program - Pragati - for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit <https://www.educategirls.ngo/project-pragati/>

About the role:

As the **Institutional Fundraising Associate**, you will be an integral part of the global Resource Mobilisation team, supporting the development of new donor pipelines, grant proposals, and reporting systems. Based out of our Mumbai Head Office, you will work closely with the RM Manager and cross-functional teams to ensure we're identifying the right opportunities, communicating effectively with funders, and building strong backend systems for stewardship.

This is an excellent opportunity for a motivated early-career professional to build strong foundations in institutional fundraising, strategy, and donor engagement.

At Educate Girls, every donor relationship is a bridge connecting global capital to deep-rooted local change. As an Institutional Fundraising Associate, you will help build and strengthen those bridges by identifying aligned funders, developing compelling proposals that reflect the depth of our work, and supporting systems that ensure quality, compliance, and trust.

Your work will help mobilise the resources that make it possible for girls to return to education, while growing into a professional who understands both the vision and the rigour it takes to drive meaningful, scalable impact.

In this role, you will be responsible for:

1. Prospect Research & Donor Intelligence – 25%

- Conduct in-depth research on potential institutional funders (Corporate foundations, bilaterals/multilaterals)
- Track open calls for proposals, sector trends, and donor strategies
- Build and maintain a structured donor prospect database with prioritization indicators

2. Proposal & Grant Writing – 25%

- Support the development of tailored concept notes, EOIs, and full grant proposals
- Collaborate with program, finance, and Impact teams for inputs such as budgets, outcomes, and evidence
- Adapt existing content into compelling pitches and decks for donor meetings

3. Donor Onboarding & Due Diligence – 15%

- Compile and prepare all due diligence documentation (e.g., registrations, audits, policies, org profiles)
- Manage donor documentation checklists and version control
- Liaise with finance/legal/operations for the timely submission of compliance materials

4. Donor Reporting & Stewardship – 15%

- Draft and coordinate donor reports in line with agreed timelines and formats
- Gather qualitative and quantitative inputs from internal teams for reporting
- Support donor stewardship activities (calls, updates, visits) through strong relationship management

5. CRM & Data Management – 15%

- Maintain accurate and up-to-date records in the donor CRM (e.g., Salesforce, Zoho, Airtable)
- Track key milestones, deliverables, and communications
- Generate dashboards, grant calendars, and reporting schedules

6. Team & Cross-functional Collaboration – 5%

- Participate in internal strategy calls, donor huddles, and review meetings
- Support the RM team with knowledge management, content libraries, and coordination tasks
- Contribute to process improvements in fundraising systems

Education Background:

- A postgraduate (Master's preferred) in social sciences, development, policy, communications, or a related field
- 0-2 years of experience in institutional fundraising, research, development consulting, or nonprofit communications
- An articulate and persuasive writer, with the ability to translate technical content into compelling narratives
- Well-organized, structured, and detail-oriented, you manage timelines and tasks with discipline, without compromising quality
- Analytical, resourceful, and curious, asks “why,” connects dots, and builds with systems in mind
- A strong team player, able to work across departments with humility and professionalism
- Committed to the mission of gender equity and the role of high-quality education in unlocking opportunity
- You are seeking a role where you can grow meaningfully over the next 2+ years, not just gain short-term exposure

Attributes to be successful in this role at Educate Girls

- Prior experience in grant writing, CSR donor engagement, or due diligence processes
- Familiarity with CRM tools such as Salesforce, Airtable, or similar
- Exposure to working with global or cross-border funders

What We Offer

- A high-performing, mission-driven team with a global orientation
- Opportunity to work closely with sector leaders, global donors, and program innovators
- Strong mentorship and learning opportunities in fundraising and strategy
- Competitive salary and benefits aligned with sector standards

✓ **Travel requirement:**

- Willingness to travel up to 25% of the time at the State/district level in program geographies

APPLY HERE : <https://forms.gle/dZ2vB2zMxktbsNsa7>