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DEC 2025-DEC 2026  
INDIA



## Resource Mobilization Associate

**Department:** Resource Mobilisation (Global Team)

**Location:** Mumbai

**Level :** L- 6

**APPLY HERE**

Information Links

[www.educategirls.ngo](http://www.educategirls.ngo)

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[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](#)

**Our Core Values: Integrity | Collaboration | Gender Equality | Empathy | Excellence**



## Join Us in Transforming Lives:

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

In 2025, **Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

### **Over the next 10 years, Educate Girls aims to impact 10 million learners by:**

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15-29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India

### **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 to mid-career professional to build strong foundations in institutional fundraising, strategy, and donor engagement.

**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
- Ensure consistency, clarity, and alignment across all proposal documents
- Review and refine content for accuracy, coherence, and completeness

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
- Cross-check data, narratives, and financial inputs for consistency



## 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

### Communication and Soft Skill:

- Research & donor intelligence mapping
- Grant writing & structured narrative development
- Report writing (donor reports, internal briefs, summaries)
- Data management & tracking (Excel/CRM)
- Process design & documentation
- Attention to detail & quality control
- Stakeholder coordination

### Education Background:

- **A postgraduate (Master's preferred)** - in social sciences, development, policy, communications, or a related field

### Attributes to be successful in this role at Educate Girls

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.

**Preferred Work Experience:**

- **+4 years of experience** - in institutional fundraising, research, development consulting, or nonprofit communications

Apply Link - [Application Link](#)