

JOB DESCRIPTION: FUNDRAISING MANAGER



ABOUT SNEHA

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) - Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

ABOUT THE PROGRAM

The Fundraising domain is responsible for fundraising activities within SNEHA for both program and non-program funding. The domain is also responsible for donor relationship management along with the respective program teams.

THE PROFILE

The role of the Fundraising Manager is to develop and execute the organization's fundraising plan. The role involves working actively with SNEHA program teams and domain functions, including Finance, Communications, Admin, IM and HR, and with Legal. Externally the role will interface with CSR donors, prospective donors, Indian and international Foundations, Retail donors, Institutional donors, Software vendor (for donor management software), Crowdfunding platforms, Accreditation agencies, and Social sector Intermediary organisations.

JOB LOCATION

Santacruz

DUTIES & RESPONSIBILITIES:

1. Understand resource needs through regular interaction with Program teams and Finance team and arrange to fill resource gaps
2. Prospecting of corporates and other institutions/foundations, including RFPs
3. Secure funding support from individuals, foundations, corporates, intermediary organisations
4. Submission of due diligence formats, online proposal forms, accreditations
5. Manage the data updation, analysis on donor management system including donor profiling
6. Develop and maintain on-going relationship with existing donors
7. Enable timely communication with donors - response to requests, on-time submission of proposals, reports, etc.
8. Organize special donor and fundraising events
9. Work with program and domain teams for timely proposal submission, donor reporting, etc.
10. Work with Communications Manager for targeted fundraising communication material and online donations
11. Develop strategy for online and retail fundraising, including payroll giving, and execution of plans

12. Manage visits of stakeholders with potential of fundraising and brand building
13. Any other work that may be assigned to achieve organizational goals
14. Ensure adherence to SNEHA values, policies and guidelines.

MANAGEMENT & REPORTING

The role reports in to the Associate Director - Fundraising and Communications

QUALIFICATIONS & EXPERIENCE

1. Bachelor's degree in any discipline; Master's degree preferred in any discipline
2. 10-12 years of work experience in the services industry
3. Desirable: At least 1-2 years of experience in the social sector, preferably working on nutrition/public health/gender

SKILLS & COMPETENCIES

1. Strong strategic and implementation skills
2. Excellent communication and networking skills
3. Passion for the non-profit's mission
4. Ability to work with cross functional teams
5. Self-reliant, problem solver and results oriented
6. An innovative thinker who can translate ideas into action in a timely manner

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "FUNDRAISING MANAGER"