



Job Description – Fundraising Manager

About Urja Trust

Urja Trust is a Non-government Organisation that acts as a catalyst for homeless young women by supporting their basic needs and building an exemplary, replicable model that provides opportunities for their economic, psychological, emotional, civil and social development. Our vision is a safe, just, equitable and compassionate society where youth can pursue their lives with freedom and dignity.

Purpose of this Position:

The role of the Fundraising Manager will be to provide assistance to the head or the board of the organisation in identifying donor resources, raising funds and writing proposals for long-term organisational sustainability.

Location	Mumbai, with some travel to other states if required
Time Commitment	Full Time / Consultant
Reporting	Managing Trustee

No	Key Job Area
1	<p>Setting up Systems for donor management and implementing them</p> <ul style="list-style-type: none"> ● Build key donor relationships and provide support as required. ● Compile and maintain a database of international and local donor organisations. ● Grow and develop donor retention strategy. ● Work with the Communications Team to develop a strategic approach to the supporter experience through donor communications and engagement. ● Assist the Managing Trustee in developing business plans to generate income from various sources. ● Suggest other innovative ideas for effective resource mobilisation. ● Assist the Managing Trustee in writing concept notes, project ideas, project proposals and budget and ensure their timely submission.
2	<p>Events</p> <ul style="list-style-type: none"> ● Organise fundraising events for the organisation and provide assistance for the same. ● Provide pre and post event follow up and documentation/ reports of event details.
3	<p>Marketing & PR</p> <ul style="list-style-type: none"> ● Maintain a website and regularly update it with information about organisation's work. ● Develop or improve communications material for the organisation such as brochure, website, annual report, DVD, poster etc. ● Plan meetings with donors
4	<p>Researching new avenues for donor engagements</p> <ul style="list-style-type: none"> ● Regularly monitor the websites of existing and potential donor and identify and inform donor opportunities matching the work of the organisation.



	<ul style="list-style-type: none">• Undertake independent research in finding alternative resources for long-term funding sustainability of the organisation.• Undertake online research and build contacts with potential individual donors to raise funds for the activities of the organisation.
5	Documentation <ul style="list-style-type: none">• Write quarter year and annual reports as well as progress reports as required.• Ensure financial statement and other reports required by donors are prepared and submitted on time.

Education & other required qualifications/experience/skills for the job:

- Hold a graduate/ master degree
- Experience tracking and applying for new funding opportunities and knowledge of research and monitoring and evaluation
- Self-starter and result-oriented
- Skills needed include writing, public relations, presentation, networking, interpersonal and communication skills (internal and external)
- Ability to interact with a diverse set of stakeholders
- Passionate about human rights and gender equality

To apply for this role please send your CV and Covering Letter to us.

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Contact Number	9819806266 / 02224124397
Address	Urja Trust 129/A, Ground Floor, Latiff Villa Compounds, Opp. Antra Jewelers, Near Bank of Maharashtra Next to Ranjit Film Studio, Dada Saheb Falke Rd. Dadar – (E), Mumbai- 14