

Job Description for Business Development Intern

Background:

Atma requires a Business Development Intern to provide support to our Partner Organisations by creating actionable steps for implementation of fundraising, develop required materials / tools for implementation and design feedback mechanisms to track progress and reception of mode while also using relevant case studies. The role focuses on conducting the day-to-day operational management and implementation of all activities pertaining to fund development and fundraising.

Location	Mumbai/ Pune
Time Commitment	Full Time

No.	Key Job Area
1	<p>Implementation</p> <ul style="list-style-type: none"> ● Research and contact potential donors ● Process incoming and prepare outgoing mail. ● Drafting, editing, and preparing grants for submission. This also includes compiling program related reports and submitting them in a timely manner. ● Take initiative to build relationships with potential donors including individual community donors. ● Generate new ideas and business opportunities to increase fundraising and fund development to meet and exceed goals. ● Establish an ongoing fundraising program to support the work ● Research potential donors and foundations to identify and evaluate potential funding sources. ● Make initial contacts, and follow-through of securing available funding

	along with the coordination of all optional funding opportunities.
2.	<p>Design feedback tools to track progress</p> <ul style="list-style-type: none"> • Monitor program, track and document all necessary activities • Completes all reporting requirements according to the slates deadlines. • Prepare grants/ project proposals and progress reports as required by program contract and agreements.

Skills	Knowledge/Experience	Competencies
Excellent written and verbal communication	Experience in fundraising	A friendly and professional demeanor.
Strong interpersonal and communication skills.	Computer skills and experience with Microsoft Office is very helpful.	Excellent coordination skills, positive and energetic attitude.
		Strong desire to meet the goal or commitment.
		Maturity
		Ability to deal with ambiguity.