# Job Description – Fundraising and Communication Associate

**About Rishi Valmiki Eco School:**

Rishi Valmiki Eco School (RVES) is a low-cost, private school for underprivileged children in Goregaon, with a focus on environment and nature-based learning. The school uses a high-quality curriculum, enhanced by environmental studies and nature field trips and events, in order to foster environmentally-conscious and self-aware students and provide opportunities to children from weaker financial backgrounds.

**Purpose of this Position:**

This role is for a person who is self-driven and thrives to meet challenging targets. The Rishi Valmiki Eco School Fundraising Associate will be focusing on the fundraising efforts of RVES. In this role, you will work to improve Rishi Valmiki’s market position and achieve financial growth.

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| **Location** | Mumbai |
| **Time Commitment** | Full time |
| **Reporting** | CEO |
| **Supervising** | NA |

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| **No** | **Key Job Area** |
| 1 | **Acquiring new donors to reach the annual fundraising goal**  Research   * Lead research of new funding prospects through online research and networking * Map connections to fundraising leads * Identifying strategic events and individuals to meet at these events   Operationalising Strategy   * Drive tactical achievement of fundraising strategy, and revise strategy to meet the changing scenario * Develop individual donor research and approach to take with each donor * Develop collaterals and activities to engage new donors * Develop events and properties that will engage with the target group * Proposal preparation * Manage the relationship-building process with each donor * Support due diligence and contract signing process   Goal achievement:   * Track milestone achievement – in particular meeting numbers and pipeline size * Work closely with Principal to increase these numbers * Prepare to report on goal achievement for Principal and board |
| 2 | **Maintain donor relationships**  Manage report cycle to donors   * Manage internal communications about donor reporting requirements * Prepare donor reports   Manage donor visits   * Prepare and manage employee engagement activities |
| 3 | **Donor Data Management**   * Ensure that data is accurately entered and managed within the organization’s data management system * Forecast targets and ensure they are met by the team * Track and record activity in a systematic manner * Monitor, evaluate and report on the effectiveness of individual fundraising initiatives and campaigns * Present business development training and mentoring to business developers and other internal staff * Develop and maintain donor relations management systems to support fundraising activities of Rishi Valmiki * Database segmentation and management |
| 4 | **Communications**   * Create all communications collaterals required for fundraising including pitch decks, proposals, donor reports and Annual reports. * Widen Rishi Valmiki’s visibility by strengthening our communications strategy and executing the communication plan. * Liaison with vendors for creating the above-mentioned communication materials if required. * Create and manage our online communications media including social media, blog, website, and newsletters. * Manage public relations including engaging press and social media. |

**Qualifications and Experience**

* 1-2+ year work experience
* Bachelors completed
* Development sector professionals preferred
* Fundraising and sales experience preferred

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| Skills:   * Database management * Budgeting * Marketing /sales experience/knowledge * Excellent research skills * Excellent written communication skills | Competencies:   * Driven self-starter * Ability to build and maintain relationships * Ability to build individualised strategies to harness donor pool * Ability to engage with varied stakeholders |

If you are interested in applying for this position, please email your resume to [rishivalmikiecoschool@gmail.com](mailto:rishivalmikiecoschool@gmail.com)