



Sol's ARC is a registered non-profit organization established in 2003, under the Charitable Trust Act of Mumbai, working towards transforming education. We conduct innovative education research to build inclusive learning content, ensuring every child can learn and that our innovation will reach the last mile. We achieve our vision of no child left behind through our schools, therapies & partnerships.

Job Description

Department	Projects and Operations
Designation	Fundraising Officer
Location	Andheri west, Mumbai

Purpose of the Role	<p>Sol's ARC started as a school and therapy centre for children with disabilities in 2003 and after a decade of working in the special education space, we have started looking at creating a scalable model to accelerate inclusion in India. With a vision of "no one left behind", we are building the capacity of existing structures and organizations to become inclusive. Our model is a collaborative one where we partner with various civil society organizations, institutions and the Government to provide solutions to make them inclusive. As we scale, we need to raise funds to support our operations from corporate, foundations and philanthropists and the role of a Fundraising Officer is thus critical to our work and our scale up plans.</p> <p>This is a very dynamic role for an energetic, self-starter who is not afraid to take on big challenges. The Fundraising Officer will be focusing on the fundraising efforts of Sol's ARC and on improving Sol's ARC's market position and achieving financial growth.</p>
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Accounting and Reporting Relations

Reporting & Accountability	Founder Director
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Role & Responsibility	<p>Acquiring new donors to reach the annual fundraising goal</p> <ul style="list-style-type: none"> • Keep abreast of best practices for fundraising and CSR-philanthropic market trends by researching industry and related events, publications and announcements and lead research of new funding prospects • Drive tactical achievement of fundraising strategy, and revise strategy to meet changing scenario • Develop individual donor research and approach to take with each donor • Develop events and activities to engage new donors • Create high quality proposals/ collaterals to support our outreach to corporates, foundations and other philanthropic institutions/individuals • Manage the relationship building process with each donor
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	<ul style="list-style-type: none"> • Support due diligence and contract signing process <p>Maintain donor relationships</p> <ul style="list-style-type: none"> • Discover opportunities to retain existing donors with progressive increase in support over the long-term • Manage reporting cycle to donors <ul style="list-style-type: none"> ○ Manage internal communications about donor reporting requirements ○ Prepare donor reports • Manage donor visits • Prepare and manage donor engagement activities <p>Donor Data Management</p> <ul style="list-style-type: none"> • 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 all fundraising activities and donor commitments • Monitor, evaluate and report on the effectiveness of individual fundraising initiatives and campaigns. <p>Impact Evaluation</p> <ul style="list-style-type: none"> • Evaluate program impact & report anomalies • Monitoring impact • Preparing program impact reports and working closely with program leads
Job specification	
Qualification	Masters or equivalent
Prior Experience	5 to 8 years
Knowledge	Database management Budgeting Marketing /sales experience/knowledge MS Office and G-Suite
Skills	Excellent research skills Excellent written communication skills Excellent data management skills Self-starter Stakeholder management skills
Abilities	Ability to build and maintain relationships Ability to build strategies to harness donor pool Ability to engage with varied stakeholders



	Ability to research
Other Specification	Open to frequent travel
Work Days	Mon to Fri – 10.00 am to 6.00 pm
Annual CTC	Rs. 9,00,000/- to Rs, 10,00,000/-