

Job Description- Fundraising Volunteer

About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners, and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

Location	Mumbai/Pune
Time Commitment	Full Time, 2 Months (minimum)
Reporting To	Atma Consultant

Possible Projects	Key Responsibilities
<ul style="list-style-type: none"> • Fundraising Plan • Fundraising Strategy • Donor Engagement Plan • Corporate Engagement Plan • Fundraising Tracker 	<ul style="list-style-type: none"> • Generate new ideas and business opportunities to increase fundraising. • Establish ongoing fundraising programmes. • Research potential donors and foundations to identify and evaluate potential funding sources. • Monitor programme, track and document all necessary activities. • Complete all reporting requirements according to deadlines.
<ul style="list-style-type: none"> • Master Pitch Deck • Master Fundraising Proposal • Two Pager • Donor Reports 	<ul style="list-style-type: none"> • Create fundraising collaterals required for fundraising including pitch decks, proposals, donor reports and annual reports.
<ul style="list-style-type: none"> • Mumbai Marathon • Crowdfunding • Fundraising Campaigns (Online and Offline) • Shopping Cart (Retail Donation) 	<ul style="list-style-type: none"> • Establish ongoing fundraising programmes. • Research different crowdfunding sources. • Help organisation reach the fundraising target.

Skills & Competencies	Excellent written and verbal communication, strong interpersonal skills, creative thinking
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