

## 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.

<b>Location</b>	Remote
<b>Time Commitment</b>	3-6 hrs/day, 3 Months (minimum)
<b>Reporting To</b>	Atma Consultant

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

<b>Skills &amp; Competencies</b>	Excellent written and verbal communication, strong interpersonal skills, creative thinking
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