



## About the Organization:

Sol's ARC is a registered charitable trust that has been working in the field of inclusive education since the past 18 years. We build inclusive learning solutions from education to employment to improve learning and employment outcomes for the most vulnerable children in India.

*Our vision is "Every last child learns"*

We are looking for a dynamic and enthusiastic individual with excellent leadership skills, networking abilities and researching fundraising opportunities to facilitate the financial growth of the organization

- You are excited about working in a dynamic organization that is on a growth trajectory.
- You have solid technical skills and a passion for incorporating research & innovation into your work. For example, you are hungry to apply innovative and emerging evaluation and learning approaches
- You are equally comfortable leading or supporting others to lead work.
- You are a confident facilitator.

Join our spirited team in fulfilling our vision of No child left behind and impacting the education sector at scale.

<b>Job title:</b> Lead – Fundraising and Donor Relations	
<b>Location:</b> Mumbai.	
<b>Reports to:</b> Executive Director	
<b>Key relationships:</b> Internal: Project Heads, Executive Director External: Partner Clients, Donors, Trustees.	
<b>Role purpose:</b> This is a very dynamic role for an energetic, self-starter who is not afraid to take on big challenges. Lead – Fundraising and Donor Relations will be focusing on the fundraising efforts of Sol's ARC and on improving Sol's ARC's donor relations, market position and achieving financial growth.	
<b>Key responsibilities</b>	<b>Deliverable Outcomes</b>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>



101, 1<sup>st</sup> floor, Crystal Paradise, Dattaji Salvi Road, Off Veera Desai Road, Andheri (W), Mumbai 400053.  
Landmark: Opp. Fab India.



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	<ul style="list-style-type: none"> <li>• Drive tactical achievement of fundraising strategy, and revise strategy to meet changing scenario</li> <li>• Develop individual donor research and approach to take with each donor</li> <li>• Develop events and activities to engage new donors</li> <li>• Create high quality proposals/ collaterals to support our outreach to corporates, foundations and other philanthropic institutions/individuals</li> <li>• Manage the relationship building process with each donor</li> <li>• Support due diligence and contract signing process</li> </ul>
<b>Donor relations and data management</b>	<ul style="list-style-type: none"> <li>• Discover opportunities to retain existing donors with progressive increase in support over the long-term</li> <li>• Manage reporting cycle to donors <ul style="list-style-type: none"> <li>○ Manage internal communications about donor reporting requirements</li> <li>○ Prepare donor reports</li> </ul> </li> <li>• Manage donor visits</li> <li>• Prepare and manage donor engagement activities</li> <li>• Ensure that data is accurately entered and managed within the organization's data management system.</li> <li>• Forecast targets and ensure they are met by the team</li> <li>• Track and record all fundraising activities and donor commitments</li> <li>• Monitor, evaluate and report on the effectiveness of individual fundraising initiatives and campaigns.</li> </ul>
<b>Impact Evaluation</b>	<ul style="list-style-type: none"> <li>• Evaluate program impact &amp; report anomalies</li> <li>• Monitoring impact</li> <li>• Preparing program impact reports and working closely with program leads</li> </ul>
<b>Person specification</b>	
Qualification:	<ul style="list-style-type: none"> <li>• Post Graduate from a reputed University. MBA from a premier university will be advantage</li> </ul>
Prior Experience:	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in Fund Raising Activities in NGO/ Trusts / Corporate fundraising platforms and a proven track record of raising large funds are preferred.</li> </ul>
Essential skills & attributes:	<ul style="list-style-type: none"> <li>• Database management, budgeting and Marketing experience/knowledge</li> </ul>



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	<ul style="list-style-type: none"> <li>• Must have proven record of successful applications for substantial funding from Donors/ Trusts / Sponsors/ philanthropists nationally or internationally.</li> <li>• Possess a strong network of leads and ability to develop and maintain strong relationships with Donors/ Sponsors.</li> <li>• Ability to organize donor visits, donor management and compliance.</li> <li>• The candidate must have a highly developed subjective knowledge of various types of fundraising, and of the offline and online fundraising operations.</li> <li>• Outstanding collaboration skills, working across a diverse organisation - Sound organisational and people management skills</li> <li>• Excellent communication, influencing, negotiating, strategic planning, proposal writing skills, and presentation skills.</li> <li>• Passionate about working for a social cause and making a huge difference to the lives of people.</li> </ul>
<b>Other Specification</b>	-
<b>Working Hours</b>	10 am – 6 pm / Mon-Fri



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