

Job Description: Associate Fundraising & Partnerships

Organization Background

Muskaan Dreams is a social impact Ed-Tech nonprofit, committed to bridging the digital divide in government schools by empowering teachers with technology so that every student has the opportunity to take advantage of digital learning and skilling in order to prepare for the future with rapidly evolving needs in the job market. For more information, please visit www.muskaandreams.org

Our vision: *Digital promise to Every Child*

Summary:

The Associate is crucial to the success of fundraising for the organisation. S/he will work towards strategic fundraising & building partnerships for the organization in order to achieve a meaningful impact & funds. He/she will work closely with founders on the execution of fundraising strategies and extensive research in building a potential donors pipeline.

The Associate role includes - promoting the purpose and mission of Muskaan Dreams with an emphasis on enhancing understanding of the organisation's work, driving organisational and communications objectives.

Designation	Associate Fundraising & Partnerships
Reporting to	CEO
Experience	2-3 Years (Nonprofits work preferred)
Vertical	Fundraising
Location	Noida/Delhi
Employment Type	Full-time
Employment Level	Junior-Level

We are looking for someone with

- Understanding of the Nonprofits fundraising market & landscape
- Understanding of fundraising art and skills
- Excellent content writing, speaking and presentation skills
- Understanding of sales & marketing
- Passionate for social change at scale

Key Responsibilities but not limited to:

If you are self-motivated, have a can-do attitude, this is the perfect role for you.

Research

- Identify and lead researcher of new funding prospects – foundations, corporates & HNI, through online research and networking, with a special focus on retail funding
- Identify strategic non-profit events and awards to attend and network with relevant stakeholders
- Research and be abreast on Education initiatives of various Indian state Govts.
- Building a strong pipeline and targeting the potential donors

Fundraising Strategy & Implementation

- Work closely with the founder to understand the strategies built and accordingly devise their execution plan
- Prepare and manage quarterly budgets and ensure targets are met
- Identify and pitch to prospective donors and prepare proposals
- Support due diligence and the contract signing process
- Manage the relationship-building process with each prospective funder and create a yearlong funder pipeline

Stakeholder management

- Manage internal communications about funder reporting requirements
- Manage donor data – current, prospective
- Prepare timely funder reports
- Building a community of donors and well-wishers of the organization
- Coordination and follows ups for the fundraising
- Devise and execute a donors engagement plan
- Do whatever it takes to raise funds for the organization

Fundraising Communications

- Coordinate with teams to collect and create content for periodic donor reports and proposals
- Monthly newsletters to donors and well-wishers to engage and update stakeholders
- Coordinate with teams and stakeholders to collect/create quotes, testimonials, pictures for donor social media
- Execute partnership press releases and online media visibility

Experience Requirements:

- Graduate or Postgraduate in related field
- Minimum 2 to 3 years of work experience with similar role
- Understanding of current trends in India

Must have skills and competencies:

- Strong interpersonal and relationship-building skills
- Excellent verbal and written communication skills.
- Proficiency in the English language is a must
- Strong delivery of pitch/presentation

- Strong organizational skills and attention to details
- Ability to manage multiple projects and stay on deadline
- Proficiency in Microsoft Office programs, including Word, Excel and PowerPoint
- Ability to work independently
- Trustworthy, Ambitious and takes initiative
- Result orientated
- Open to travel multiple cities for meetings & networking events
- Be motivated by the Muskaan Dreams vision and mission

Compensation:

Muskaan Dreams offers compensation as per the experience & competitive pay with excellent benefits. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun and rapidly growing organization that is transforming the lives of millions of children in India by focusing on digital literacy and skill-building in education.

To be successful at Muskaan Dreams, you will also:

- Have a passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Muskaan Dreams is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. EOE/M/F/Vet/Disabled.

How to Apply: [Please click here to apply](#) or visit <https://muskaandreams.org/apply-now/>

Process: Profile submission<>Assignment<>Personal interaction<>Final discussion

Note: A typical recruitment process for these roles takes about 30-45 days, we'll keep you updated about the progress through email.

For queries: +91 9754175881 (use WhatsApp) or hrm@muskaandreams.org

“Only Apply if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply.”



“Digital Promise to Every Child”