

Job Description- Fundraising Internship

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	Remote
Time Commitment	3-6 hrs/day, 3 Months (minimum)
Reporting To	Associate Consultant, Business Development

Key Responsibilities
<p><i>Planning, research and pipeline development</i></p> <ul style="list-style-type: none"> ● Generate new ideas and business opportunities to increase fundraising ● Develop a pipeline strategy and conduct research on new leads accordingly ● Research, identify and cultivate relationships with prospective individual donors and present Atma and its work to secure high level donations. ● Create and maintain the database of leads with all the relevant information
<p><i>Project management</i></p> <ul style="list-style-type: none"> ● Create a project plan to evaluate fit, forecast targets and effectively reach out to the potential funding sources ● Monitor, track and record activity in a systematic manner ● Manage and track the relationship building process with each donor
<p><i>Pitching</i></p> <ul style="list-style-type: none"> ● Plan persuasive approaches, campaigns and pitches that will convince potential donors. ● Develop proposals that speak to the donor's needs, concerns and objectives. ● Develop a strategic approach to maintain the donor experience through.

Knowledge

- Attend 2 group check-ins every week for peer-to-peer learning and brainstorming sessions
- Attend the Knowledge session on Fundraising and Communications every week.
- Attend the 1:1 monthly sessions on individual growth in the programme

Associates will gain:

- Access to opportunities in the Atma network
- Atma certification and work experience on their Resumes
- Access to Atma Learning & Development sessions and webinars

Soft skills

- Improving their communication skills, ability to form relationships, Project planning skills, persuasiveness
- Building partnerships
- Learning to be innovative, thinking outside the box
- Strategic thinking
- Being result oriented

Hard skills

- Learning to Pitch
- Creating Proposals for fundraising
- Conducting research and analysis
- Database management

Skills and Competencies requirement

- Growth Mindset
- Proactive and action oriented
- Proficient use of MS Office (Excel, Powerpoint, Word) and Google Suite (Docs, Slides, Sheets)
- Takes initiative
- Is an organised thinker
- Is curious and a learner
- Uses limited resources to deliver unlimited results
- Graduate/Post graduate in any field
- 0-1 years of relevant work experience

