

Job Title: Research Analyst

Location: Mumbai, India

Organization: Veruschka Foundation (Section 8, Not-for-Profit)

Salary Range: ₹3.6l - ₹4.5l per annum

About Veruschka Foundation:

Veruschka Foundation is a Section 8, not-for-profit organisation dedicated to driving impactful social change through various community-based initiatives in Mumbai. Our focus areas include skill development, vocational training, empowerment, and sustainable livelihoods for persons with disabilities. We are passionate about creating lasting change and seek a skilled Research Analyst to support our mission by identifying funding opportunities and conducting in-depth research to support our programs.

Job Description:

The Research Analyst will play a critical role in identifying, researching, and securing grants and funding opportunities for the Foundation. The ideal candidate will have strong analytical skills, attention to detail, and a passion for research. This role requires a strategic thinker who can effectively communicate insights and recommendations to help the Foundation secure the necessary resources for its initiatives.

Key Responsibilities:

- **Grants Research:** Identify and research potential grant opportunities from government agencies, private foundations, corporations, and other funding sources that align with the Foundation's mission and programs.
- **Proposal Development:** Collaborate with program teams to gather information and develop compelling grant proposals, ensuring compliance with all guidelines and requirements.
- **Funding Analysis:** Analyze and assess the viability of potential funding opportunities, including an evaluation of funding requirements, eligibility criteria, and the potential impact on the Foundation's goals.
- **Database Management:** Maintain a comprehensive database of funding opportunities, including deadlines, application guidelines, and submission statuses.
- **Donor Research:** Research potential individual and corporate donors, providing detailed profiles and strategies for engagement.
- **Monitoring and Reporting:** Track the progress of grant applications and funding proposals, preparing regular reports for the management team on submission outcomes and areas for improvement.
- **Stakeholder Communication:** Establish and maintain relationships with grant-making organizations, donors, and other stakeholders to ensure ongoing engagement and support.

- **Trend Analysis:** Monitor trends in the non-profit funding landscape, providing insights and recommendations to ensure the Foundation remains competitive in securing resources.
- **Budgeting Support:** Assist in the preparation of budgets for grant proposals, ensuring that financial requests are realistic and aligned with project needs.

Qualifications:

- Bachelor's degree in Social Sciences, Public Policy, Economics, Business Administration, or a related field.
- 1-3 years of experience in research, grant writing, fundraising, or a similar role, preferably in the non-profit sector.
- Strong analytical and research skills with the ability to interpret and synthesise complex information.
- Excellent written and verbal communication skills in English; proficiency in Hindi or Marathi is a plus.
- Detail-oriented with strong organisational skills and the ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office, particularly Excel, and experience with grant management or CRM software is an advantage.
- A proactive and resourceful mindset with a passion for the Foundation's mission.

How to Apply:

Interested candidates are requested to submit their resume, a cover letter, and links to social media accounts or campaigns they have managed to info@theveruschkafoundation.org with the subject line "Application for Research Analyst – Veruschka Foundation."

Application Deadline: 31st August 2024

Join us at Veruschka Foundation and be a part of a dedicated team working towards creating an inclusive society!