

DIRECTOR, SUSTAINABILITY

ABOUT APNALAYA

With increased urbanisation in India, the issue of urban poverty is on the rise - and will magnify if not tackled collectively! And no-where is this problem more pronounced, than in Mumbai. The **urban poor struggle to survive, and are deprived of basic human needs** – water, sanitation, nutrition, health and shelter. Their lives are full of insecurity and vulnerability, as they lack access to healthcare, education and livelihood opportunities.

Apnalaya currently works with the urban poor in the most marginalized slum communities in M East Ward, Mumbai.

Our range of programs work at three different levels to help uplift the urban poor:

- **INDIVIDUAL** - We enable access to basic civic amenities, healthcare, education and livelihoods – necessary for individuals to survive, feel secure and grow.
- **COMMUNITY** – We empower the community to help themselves, by building their capacity as Volunteers.
- **GOVERNMENT** – We ensure the provision of civic entitlements through advocacy with the government.

JOB DESCRIPTION

We are looking for an experienced Fundraiser (8+years minimum) to help capitalize on the opportunities for fundraising via grants, corporate partnerships and other avenues from within India and overseas.

LOCATION: Chembur, Mumbai

REPORTING: To the Chief Executive Officer

JOB DESCRIPTION	Director (Sustainability) shall be responsible for leading fundraising from both private and public sector companies, HNI's, grant making foundations in India and overseas and driving giving campaigns towards achieving ambitious fundraising targets. The incumbent shall lead the process of developing long-term strategic partnerships ensuring effective key account management and relationship building with Donors.
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A. KEY ROLE & RESPONSIBILITIES

DEVELOPMENT & IMPLEMENTATION OF FUNDRAISING STRATEGY

- Provide inputs to the management team for the development of annual fundraising strategy and plans
- Will be responsible to drive implementation of annual plans in collaboration with key internal stakeholders.
- Coordinate all fundraising activities internally

RESEARCH & PROSPECT IDENTIFICATION

- You will be responsible for the development and management of a prospect database, for Apnalaya
- Will be responsible for the profiling and research of donors to assess their 'interest' in various programs and to tailor the pitch presentations to meet their needs.
- You will be responsible for researching and identify grant/CSR/HNI/campaign opportunities to pursue by Apnalaya.
- Maintain the Prospect Management System, regularly update, review actions and follow ups
- Participate in Fundraising Team Meetings and to report to the management team on progress and opportunities.

PITCH PRESENTATIONS & FOLLOW UP

- You will be responsible for lining up meetings with potential donors and making key pitch presentations to introduce the work of Apnalaya.
- Review the pitch presentations, case studies, and audios/videos for showcasing existing interventions prepared by the team.
- Will be responsible to continually follow up with prospects to drive the discussions forward into decision to fund and support Apnalaya.

DEVELOPMENT OF PROPOSALS & GRANTS

- Will be responsible for working with key internal stakeholders to develop concept notes, grant applications, proposals and budgets for submission in a timely manner.
- You will be responsible to develop a grant-funding calendar and to adhere to strict reporting and grant acquittal timelines.

- Will be responsible for the development of tailored proposals for each donor prospect based on their programmatic interest and budget.
- Will be responsible for the submission of various documentation and certifications to support proposals and grant applications, as requested by prospective donors.

REPORTING & DONOR STEWARDSHIP

- Will be responsible to ensure timely reporting to donors in relevant formats, in collaboration with Program Managers and Communications Team.
- Responsible to implement and drive the Donor Stewardship Program (to regularly thank, recognise and reward donors throughout the year) at Apnalaya
- Accompany selected, key large donors on field visits
- Will be responsible to work with key members of the Communications Team to develop and implement strategies for donor stewardship.

REPRESENTING APNALAYA

- Represent Apnalaya in different corporate forums and events, CSR seminars and conferences, nationally to network with and improve the visibility of the organization to prospective corporates

DEVELOPMENT OF PRODUCTS & MATERIALS

- Lead the process of developing products, giving campaigns and platforms for fundraising, such as 'Daan Utsav', marathons, cause related events etc.

SENIOR LEADERSHIP

- Contribution to inter-departmental/organizational deliberations
- Ensuring organizational values, ethics, and compliance

OTHER

- Any other activity as directed by CEO.

QUALIFICATIONS & EXPERIENCE

Qualifications

- Graduate/postgraduate in Social Work or Business (Sales & Marketing) from a recognised University

Experience

- 8+ years experience in Fundraising role in a recognised NGO.

- Established understanding and experience in fundraising process.
- Basic Understanding of prospect donor target markets (i.e. HNI, CSR, Foundations etc.)

BEHAVIOURAL COMPETENCIES

- Excellent command of the English and Hindi, covering both written and oral communication with a good track record in writing and winning fundraising proposals and applications
- Strong time management skills and adherence to deadlines
- Ability to Multitask and handle a variety of projects at once.
- Ability to take initiative, work independently and drive projects through to completion.
- Networking skills to represent the organization to prospective donors and persuade them to support Apnalaya
- Commitment to Apnalaya mission and goals.

Share your CV in arpita@apnalaya.org

Please mention position name in mail subject