

## **Job Description**

**Position: Fundraising Coordinator**

**Terms of Engagement: 1-year Contractual (renewable)**

**Team: Development and Communication**

**Reporting to: Department Director**

**Experience: 5 years+**

ADF India and its partner organisations under the Alliance for Life and Liberty Project are calling for applications from interested candidates for the **position of Fundraising Coordinator** on a contractual basis (1 year, renewable) all over India. The candidate shall be responsible for effective fundraising strategies that align with the organisation's goals and objectives.

We are looking for a master multi-tasker with excellent communication skills and a positive attitude. The candidates shall identify potential funding sources, including foundations, funding bodies, corporates, major donors, and other relevant funders.

The Candidate should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. They should also be able to manage multiple complex projects simultaneously in a fast-paced environment and perform under stress and adopt effective courses of action. The candidates must be comfortable with computers, general office tasks, and excel at both verbal and written communication.

### **Job Responsibilities:**

- Develop and implement effective fundraising strategies that align with the organisation's goals and objectives.
- Identify new sources of funding, prepare grant applications and proposals, and coordinate fundraising events and campaigns.
- Build and maintain relationships with donors, potential donors and other key stakeholders.
- Communicate about the work and impact of the organisation to both existing and prospective partners domestically and globally.
- Maintain accurate records of donations and donors.
- Prepare reports on fundraising activities and present them to the management team and donors.

- Create and maintain a database of potential and existing donors.
- Conduct research to identify potential sources of funding and partnership opportunities.
- Represent the organisation at fundraising events and conferences.
- Prepare proposals and grant applications to secure funding from various sources.
- Collaborate with the communications team to develop fundraising materials and campaigns.
- Plan and coordinate fundraising events and campaigns.
- Coordinate with other teams within the organisation to ensure alignment with fundraising activities.
- Participate in and contribute to daily/weekly development team meetings as scheduled.

**Admin and other responsibilities:**

- Providing periodic updates to the Team Leader.
- Flexibility in terms of working hours and undertaking any additional task assigned by the Team Leader is a requirement.
- Preparing and maintaining monthly account statements.
- Maintaining confidentiality of clients and tasks undertaken.

**Requirements:**

- Excellent presentation skills (Essential requirement)
- Willing to travel (Essential requirement)
- Strong communication (both verbal and written), networking, and relationship building skills (Essential requirement)
- A bachelor's degree in development studies, communication, social work, theology or a related field.
- Minimum of five years of experience in the NGO sector, with expertise in fundraising or a similar field
- Fluent in English and at least 2 (two) regional languages
- Ability to create an effective strategy for the assigned regions
- Basic knowledge of legal systems.

- Comfortable with data management software
- Should be a galvaniser - ability to bring people together
- Aligned with the mission and values of the organisation (Essential requirement)

**Please Note:**

**• Interested candidates may apply by 30<sup>th</sup> September 2024 by clicking on the apply now button.**

- Please upload a copy of a resume and contact details of two references (one professional reference and one pastoral reference) and current and expected salary.
- Only shortlisted applicants will be contacted
- The position description is intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required
- Only candidates possessing relevant qualifications & experience as per JD need apply

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