



DEVELOPMENT AND OPERATIONS MANAGER, INDIA

EMpower – The Emerging Markets Foundation builds opportunities for at-risk youth (age 10-24) in 15 emerging market countries. Harnessing the resources of the emerging market financial sector, EMpower makes grants to local organizations across three themes related to youth development: education, health and wellbeing, and livelihoods. EMpower has a global platform with offices in India, the United States, the United Kingdom, Singapore and Hong Kong, and country presence in Turkey. See www.empowerweb.org.

EMpower is seeking a Manager based in Delhi for our growing India office. S/he will represent and oversee operations in India and lead development efforts to engage individuals, corporations and foundations and to raise annual revenue in accordance with approved budgets. In partnership with the President and the India Development Committee/Board, the India Development and Operations Manager will develop and implement fundraising plans within India, build a Board of committed local supporters, and conduct all development operations of EMpower India Trust. The goal of this position is to substantially increase revenues in India from both individual as well as institutional donors. The Manager will work hands-on in developing and executing a variety of fundraising and operations activities ranging from the highly creative, external and visible to the internal day-to-day.

The Development and Operations Manager will report to the President of EMpower, based in New York, and co-supervise one full-time professional in Delhi.

Principal Responsibilities

Creation and execution of a fundraising strategy for India

- Conceptualize, create and implement EMpower India Trust's fundraising plan.
- Lead and manage all aspects of fundraising and donor engagement for EMpower India Trust, including donor communications, fundraising materials, online appeals and others that move a donor from cultivation to solicitation to stewardship.
- Develop and implement strategies to increase and secure underwriting funds to support the organization.
- Create, broaden and diversify EMpower India donor base, by identifying new prospects and opening up new sources of funding.
- In collaboration with the Marketing and Communications team, identify needs, provide input for and review communications collateral to support fundraising needs and enhance EMpower's profile.
- Represent EMpower to a wide variety of individuals and groups.
- Energize fundraising with goal of increasing revenue year after year.
- Personally drive fundraising solicitations, schedule and manage donor meetings and follow-up for own portfolio of donors and prospects, as well as for the President, Board and other key staff, stewarding donor relationships.

- Expand resources for donor engagement that includes grantee partner visits and volunteer opportunities as well as institutionalizing systems and processes.
- Lead development efforts for fundraising events within India.
- Pursue strategic opportunities for institutional grants, securing general operating, and special program funding.
- Coordinate and lead all Development Committee meetings.
- Co-develop enhanced prospect and donor database capabilities with the global development and communications team.
- Ensure ongoing consistent Development reporting.

Governance and Operations

- Identify, recommend, and cultivate strong candidates for the Board of Directors; help build the Board.
- Convene Board as required and execute minutes as required by India authorities.
- Participate in strategic and annual planning processes and meet or exceed all goals.
- Ensure compliance with all regulatory agencies on reporting and other requirements.
- Ensure monitoring and execution of requirement for all permits and registrations required to have full benefits of local India operation.
- Develop, monitor and be accountable for operating budgets.
- Assume responsibility for all banking authorities to be executed according to approvals of President and Senior Finance Manager.
- Oversee human resources for India staff.
- Prepare reports as required by the President and the Boards, and oversee monthly financial reporting to Senior Finance Manager in New York.

Qualifications

- Commitment to EMpower's mission and passionate about philanthropy.
- 5+ years at a leadership level working on both strategy and day-to-day nuts and bolts, preferably in an international context. This could be 5+ years of fundraising experience with deep knowledge of major gift processes and systems OR alternatively, 5+ years at a senior position in a leading financial institution involved in the emerging markets.
- Experience with major gifts, sales, corporate partnerships, events, prospecting and working with volunteers and board members.
- Experience in managing and mentoring staff, who exemplifies and coaches towards high performance, committed to growing staff and sharing opportunities and credit.
- Strong English speaking and writing abilities. Proficiency in Hindi and/or regional Indian languages.
- Excellent public speaking skills for both formal and extemporaneous presentations.
- Comfortable engaging with diverse funders, including financial professionals, from many nationalities and with different motivations for giving. Proven ability to gain respect and

support from a broad constituency. Strong interpersonal and communication skills with culturally diverse audiences and different personalities.

- Knowledge of the philanthropic environment in India:
 - knowledge of the Indian philanthropic space, social sector, major donors and institutions
 - knowledge of Indian law pertaining to fundraising, Trusts and Tax exemptions for donations
 - regulatory space within which civil society is operating within India
- Good listener and strategist; comfortable receiving input from varied sources, able to analyze and distill diverse information into a sound, well-organized development plan.
- Decisive and resourceful, with the sensitivity to gain the support and confidence of EMpower's Boards and President, colleagues, and broader constituencies.
- Results-oriented, adept at planning, prioritizing, organizing and following through.
- Team player who values and models working collaboratively; demonstrated capacity for effective teamwork.
- Energetic, alert, creative, hardworking, able to take immediate action when needed, recognizes and exploits success, and triage failure when necessary.
- Emotionally mature with a sense of humor and grace under pressure.
- Ability to work independently with high degree of judgment and professionalism, and virtually with a Manager and other colleagues in different time zones (requiring some evening calls).
- Comfortable working with fundraising database software or Salesforce, as well as MS Office applications and other communications systems.
- Ability to work in New Delhi and to travel domestically and internationally (up to 20% annually)

For more information on EMpower please visit www.empowerweb.org.

Interested applicants should send their CV and cover letter to india@empowerweb.org by September 20th 2018. Please include 'Development and Operations Manager, India' in the subject line.

Please note, only candidates selected for further consideration will be contacted. No phone calls please.

EMpower is a public foundation that makes grants globally to benefit at-risk youth, including adolescent girls. We are committed to attracting, developing, motivating and retaining exceptional talent and to a work environment that recognizes contribution, fosters respect and teamwork, and facilitates strong performance. We encourage applicants from diverse backgrounds, recognizing that diversity enriches all staff and our work globally. We do not discriminate on the basis of race, ethnicity, national origin, sexual orientation, gender identity, religion or faith, or physical ability.