

Job Description: Development Manager; Mumbai

Overview

MiracleFeet (www.miraclefeet.org) is an international nonprofit organization that increases access to proper treatment for children born with clubfoot in developing countries through partnerships with local healthcare providers. There are over one million people living with untreated clubfoot around the world, making it one of the primary causes of physical disability in the world. Thanks to a non-surgical treatment known as the Ponseti Method, it is possible to treat clubfoot effectively and safely for as little as \$250 per child. By increasing access to treatment, MiracleFeet gives children born with clubfoot the chance to live healthy, productive lives.

MiracleFeet supports clubfoot programs in 25 countries which have treated over 31,000 children to date. MiracleFeet has led the development of the long-term vision to end to the disability caused by untreated clubfoot by working with the Global Clubfoot Initiative (GCI) and other partners to develop the RunFree 2030 Global Plan. This plan calls for every low and middle-income country to have an established national clubfoot program that reaches 70% of all children born with clubfoot by 2030.

India has the largest clubfoot population in the world with 35,000 children born with clubfoot every year. MiracleFeet began working in India in 2011, and has supported the treatment of over 13,000 children. In 2014, MiracleFeet India was established in Mumbai with the vision of building a self-sustainable, Indian-led NGO focused on clubfoot. Since then, MiracleFeet India has garnered the support of leading Indian corporations and foundations and recruited an all-Indian Board of Directors. MiracleFeet India has a growing team based in Mumbai, with oversight from the MiracleFeet India Board of Directors.

Summary

The Development (Fundraising) Manager will work with the MiracleFeet India Executive Director to cultivate and manage relationship with Indian corporate, individual, and foundation donors by meeting with prospective and current donors, maintaining regular communications, developing proposals, and ensuring timely reporting. The Development Manager will be responsible for following key areas:

1. Cultivating, soliciting, and stewarding corporate, individual, and foundation donors.
2. Developing partnerships with potential donors from across India to ensure a growing donor pipeline.
3. Maintaining communications with prospective and current donors.
4. Managing the proposal and reporting process for prospective and current donors.
5. Engaging corporate donors through CSR funding, co-branding, volunteering, cause-marketing, in addition to other corporate engagement.

Essential Functions:

Fundraising

- Develop a comprehensive fundraising strategy that includes prospect research, cultivation, solicitation, and stewardship.
- Proactively network and collaborate with a range of stakeholders with a key focus on corporate entities.
- Manage relationships with new and existing donors.
- Write and edit letters of interest, grant applications, proposals, and reports.
- Work with the leadership team to keep them updated on donor engagement and potential partnerships.
- Develop marketing materials to support the fundraising strategy in consultation with the marketing team.

Donor management

- Liaise with various teams to collect and present relevant information to stakeholders.
- Ensure regular communications and adherence to reporting timelines with existing donors.
- Manage relationships with current and prospective donors.

- Understand and provide for donor reporting needs on a continuing basis and ensure timely reporting and due diligence as per donor expectations
- Liaise with different departments in the organization to collect and collate relevant information for donor proposals and reports.
- Maintain the donor database for the MiracleFeet India office through **Blackbaud NXT**.

Requirements:

- Post graduate degree in business management, social sciences, development studies, or equivalent qualification preferred
- Minimum 4-5 years of professional experience in fundraising from corporates, business development, writing proposals, grant applications preferably in an NGO
- Excellent written and verbal communication skills in English
- An understanding of programmatic work.
- Attention to detail.
- Excellent interpersonal skills and the ability to work with people from varied backgrounds, coordinate with multiple teams located in different time zones; and adhere to deadlines
- Proficiency in use of computers including MS Office and familiarity with donor database systems.
- Willingness to travel 20% of time.

Job Location: Mumbai

To apply:

Mail your resume at india@miraclefeet.org and mention “**Application for Development Manager**” in the subject line.