

Job Profile

Designation: Director, Fundraising & Relationship Management

Position: Full Time – Mumbai (Kurla) Office

Apply with CV to jobs@fmch-india.org

Overview: This key fundraising and relationship building position at FMCH will work closely with the CEO towards building a strong and sustainable donor portfolio for FMCH. This role focuses on providing fundraising support to the CEO. This specifically includes establishing and managing relationships with existing donors, identifying & recruiting new donors (corporate and foundation), proposal and report writing. The role also includes coordinating content with CEO and Staff to upload on social media.

Key Responsibility Areas:

- Develop a landscaping document of both local and international corporates & foundations that are committed to supporting maternal and child health & nutrition initiatives
- Develop and establish initial relationships with identified corporates and foundations
- Write grant applications and proposals in a timely manner
- Build relationships with major donors or corporates and make presentations
- Spot fundraising opportunities and raise awareness of the organization
- Account handling: ensuring major donors or corporates are happy with their investment and are kept informed of progress and milestones through high quality reports as per requirements of donation
- Establish contacts with various CSR conferences/roundtables and other programmatic events/seminars/ conferences for participation
- Registration of FMCH India in various platforms
- Update of the database and relationships on the internal organization donor management tool (Salesforce)
- Update social media platforms on a scheduled basis working with CEO and Staff to generate content

Requirement:

Work experience: Prefer work experience in fund-raising in the development sector. However, we are open to people with a strong demonstrated marketing profile from corporate environment. Further experience in communications including exposure to digital media is an important yardstick for selection.

Personal skills and attributes:

- Enjoys networking and ability to interact with external stakeholders and not intimidated by position or power

- Sound written communication skills, ability to write clear, structured, articulate and persuasive proposals
- Sound organizational skills, attention to detail and the ability to multitask
- Capacity to gather, evaluate and present a variety of data in a concise manner
- Ability to work under pressure and meet internal and external deadlines
- Languages: Excellent English skills – both spoken and written is mandatory. Spoken proficiency in at least one of the following two languages is a must: Hindi or Marathi. Knowledge of other/more languages will be an added advantage

For further information about the organization please visit: www.fmch-india.org