

Job Description

Foundation Lead | Upadhyaya Foundation

About the Foundation

Upadhyaya Foundation is a Section 8 company based out of Mumbai, which has been set up by Ajay and Brinda Upadhyaya. They have been engaged in philanthropic activities for several years and have supported organizations across sectors. With the setting up of this Foundation, they are looking to donate more of their wealth in a more strategic, structured, and transparent manner. They are looking to work with credible nonprofit organizations and are keen to onboard a Foundation Lead to set up formal structures and processes to undertake end-to-end execution and management of their philanthropic capital.

Roles and Responsibilities

- Help in identifying prospective nonprofit organizations through leveraging referrals from existing relationships, secondary research, and partnering with other networks
- Support in building grant proposals – including partnership objectives, scope of work, success indicators, budget, etc. – in collaboration with other stakeholders
- Liaise with various stakeholders to identify relevant learning opportunities and resources for prospective donors and key stakeholders to enhance the Foundation's exposure to and understanding of strategic philanthropy
- Develop account plans for each grantee organization keeping in view their current needs, their long-term vision, and opportunities in the sector
- Manage cross-team projects for the Foundation, ensuring timely completion and delivery at a quality consistent with the sector standards
- Oversee end-to-end engagement including identify partnership opportunities, lead presentations at donor meetings, put together detailed proposals and close opportunities
- Brainstorm, lead, and execute innovative formats and learning sessions (roundtables, roadshows, peer learning forums) for generating engagement with various stakeholders
- Manage the grant monitoring system for data entry and analysis, and identify avenues to best leverage this system for achieving the desired outcomes

Desired Skills and Experience

- Graduates or postgraduates with relevant work experience of 3 years. Candidates with degrees in social sciences and exposure to working with nonprofit organizations, corporate foundations, or family offices will be preferred
- Brings strong structure and organization to written and verbal content and effectively leverages existing material from various sources
- Prioritizes structures and organizes the information effectively, using spreadsheets or simple data analysis tools where needed and ensuring adequate depth and breadth of perspectives. Draws accurate insights and data results from the information gathered, within the theme
- Engages external stakeholders with trust and confidence and is able to manage relationships towards several goals/ projects/ deliverables
- Strong planning and organizing skills, with good time management skills and the ability to prioritize amidst various sometimes conflicting priorities

- An analytical approach to solving difficult problems with effective solutions. Adept at scoping out length and difficulty of tasks and projects and an ability to break down process steps
- Exposure to and interest in the Indian socio-economic and demographic trends, philanthropic trends and practices, and knowledge of philanthropy landscape would be a definite advantage
- Passion for the development sector is a must

Application Documents

1. Latest Resume
2. Cover Letter

Proposed Start Date

August/ September 2023

Location

This position is based out of Mumbai, India.

Please submit your application to upadhyayafoundation2022@gmail.com.