

Manager & Coordinator

Fundraising/Resource Mobilization

Location: New Delhi, Head Office

Reports To: Chief Operating Officer

Section 1 | About Udayan Care

Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 130 employees and close to 800 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014—India’s highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

Section 2 | Purpose of the Role

Udayan Care seeks to engage a socially committed individual to work in a team of fundraisers. This position requires a passion and drive to work in an evolving social sector organization.

The Trustees and Board Members are looking for a mission-focused, seasoned, strategic, and process-minded person in resource mobilization and fund management, as Coordinator, Resource Mobilization. S/he will be responsible for generating resources from sources, including individuals, corporate and events.

The Manager- Resource mobilization will be based in Delhi and will be responsible for generating funds from individuals, institutions, corporate sources and events.

The Coordinator - Resource mobilization will support the Fundraising Manager

Section 3 | Key Responsibilities

- Implement a sustainable fundraising plan for different avenues of resource mobilization viz. individual donors, sponsors, corporate, events, fundraising websites, social media, product sale etc.
- Represent Udayan Care with Corporate, other stakeholders, economic forums, business forums and manage these relationships
- Responsible for raising funds from Corporate, Individuals, events, Fundraising websites, social media and product sales based on defined targets.

- Source, induct and train new fund raising staff.
- Build new, and strengthen the existing relationships with key donors by building fund-raising capacity with programme teams
- Forecast levels of donor contributions based on systematic gathering and updating of relevant information.
- Gathering and analyzing information about Individual and private sector donor policies, trends and preferences; keep abreast of private sector corporate social responsibility (CSR) movements
- Gathering information on various fundraising websites and managing the registration and due diligence process with them
- Analyze and provide advice to programme staff on the funding policies.
- Maintaining and managing a categorized donor database
- Supervise long term and short term volunteers and interns
- Excellent Communication and Presentation skills.

Section 4 | Experience and Qualification

Experience

- Preference will be given to candidates with excellent record and experience in fundraising.
- Experience in contract/MOU management and due diligence process
- Experience in the concepts and proposals for private sector's participation in various development programmes.
- Strong personal and social values.
- Orientation in networking with people of influence.
- **5-10 years** total experience with at least 2 years experience in managing teams, mentoring staff and managing partnerships with Corporate and other stakeholders. Higher position may be considered for well experienced persons.
- Persons with **1 year** or less experience can be considered for Coordinator position.

Educational Qualification

- Post Graduate Degree in Marketing/Business Administration, Social Sciences or equivalent from a reputed institution.

Section 5 | Skills and Knowledge

- Networking and relationship building.
- Effective convincing and problem resolution capabilities.
- Strong Presentation and Written Communication skills.
- Orientation to set and achieve targets.
- Ability to maturely work with the management of the organization

Section 6 | To apply

- Please Download and fill the application form and send to jobs@udayancare.org along with your updated c.v. Do mention the post you are applying for in the subject line.

Contact Person: Sarika (HR Officer)

