

JD –Convergence and Fundraising Manager

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| Organization type | Non-profit Organization |
| Organization | Trust Community Livelihoods (TCL) |
| Job Title | Convergence and Fundraising Manager |
| No. of Positions | 1 |
| Reports to | Executive Director |
| Location (District/State) | Lucknow /Uttar Pradesh |

About TCL

Trust Community Livelihoods (TCL) is working for social and economic development of districts of eastern Uttar Pradesh since 2011. TCL's key programs are agriculture-based Livelihoods promotion, Education, Migration, Implementation of MGNREGA and Community Institution Building.

Job description

We are looking for an experienced Convergence and Fundraising Manager with excellent writing skills and networking abilities. The Convergence and Fundraising Manager will be responsible for building good relationships with prospective donors and clients across multiple sectors, communicating with the broader public and drawing up plans to ensure annual targets are met. She/ He should be well organized, proactive, and have the ability to inspire people for the cause. We believe that to be successful as a fundraising coordinator, you should stay informed on marketing strategies, and be comfortable doing research as required.

- Conduct search on fundraising opportunities – private donors (Indian and Foreign), CSR org., government, etc. Identify and prepare lists of donors NRIs, CSRs and foundations that align with the organization's vision and mission; Identify potential partners and resource agencies/persons
- Develop/write concept notes, proposals, pitch deck, prepare budget, etc. in coordination with implementation team, core group and Executive Director. Concept notes and proposals to focus on inclusion, convergence and gender.
- Maintain relationships with existing donors and respond to their requests regularly and Manage reporting cycles for donors.
- Preparing project proposals, concept notes and ensure their timely submission.
- Develop strategies, communication content, pitch etc. for individual donation
- Working closely with teams to implement communication strategies and conduct promotional campaigns to raise awareness about the organizations
- Network by organizing and attending fund raising events and networking with relevant stakeholders
- Carry out field data analysis and research to support the field teams
- Implementing a variety of marketing strategies and promotional campaigns.
- Organizing and attending non-profit events and networking with relevant stakeholders.

- Support execution of fundraising strategies for the organization for the short term, medium-term and long-term through partnerships, domestic and international donors

Additional Responsibility of HR

- Responsible for maintaining the files of employees of the organization. And maintaining all the records in soft copy and hard copy.
- Participating in necessary HR Audits and providing all the support/requirements to Auditors
- Talent acquisition of staff along with onboarding

Skills

- Excellent written and oral communication skill in English and Hindi.
- Ability to write concise, summarize, and preparing pitch reports and documents.
- Expertise in use of social media for promotional work
- Skills and attitude to work with and for community, women and leaders
- Sensitive to gender issues and barriers to social inclusion
- Have leadership and managerial skill to work independently.
- Demonstrated ability to network and work with various institutions, CSR organization, and government organizations. Experience in fund raising would be added advantage.
- Team spirit and play as a team player
- Good interpersonal skills
- Planning organizing and Facilitating skills
- People friendly and empathetic

Minimum Qualification:

- Post Graduate in development studies/ Agriculture/ agri-business/ Social-Work/ Rural-Development/ women-studies/ Education or equivalent from reputed institution.
- Minimum 3-6 years of relevant experience of fundraising in Livelihood Promotion, Business development, networking and developing linkages with donors, CSR org., Government and other departments.
- Must have strong communication and negotiation skills
- Be well versed with MS-Office Applications and use of Social Media platforms
- Willingness to travel as and when required.

Remuneration:

5.4 lacs to 6 Lacs PA based on candidate's experience

Please send your CV, accompanied by a cover letter stating the reasons for your interest in the position at contact@trustnetwork.org.in with the subject line "Convergence and Fundraising Manager" of email.

Due to the high volume of applications, only shortlisted applicants will receive response from TCL.

Note:

1. Applications will be processed on a rolling basis as and when we receive and thus the candidates are encouraged to apply at the earliest.
2. Only shortlist candidates will be notified.
3. Interim enquiries will not be entertained.