**JOB DESCRIPTION**

**Resource Mobilization Officer**

Jan Vikas Samiti, Murdaha, Varanasi. U.P

**Position Type:** Full-Time

**Organization Type:** NGO

**Experience Level:** 5-7 Years

**Degree Required:** Master’s Degree in relevant field

**About Jan Vikas Samiti (JVS):**

JVS was established in 1996 since its inception JVS has been working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste, scheduled tribe and persons with disabilities. Currently, JVS is directly implementing programs on Women Empowerment, Community Health, WASH, Livelihood promotion for Women, Skill Training for Youth etc. Over the years, JVS has been engaged in creating an inclusive environment and social and economic development of the disadvantaged people by enabling them to have access to education, employment and equal rights. We believe that quality education and skill development is the key to overcoming poverty in a single generation at the same time is also fundamental in creating a future for human security, community development and progress of the nation. Access to livelihood and employment is essential not only to end the cycle of poverty, but also to create a barrier free society. In fulfilment of this, JVS promotes and conducts skills development trainings to help youngsters, especially with a disability to get equipped for available jobs in the market, which gives them dignity and respect in the society.

To support this transformation, JVS is seeking to recruit an experienced and exceptional individual to the position of Resource Mobilization Officer.

**Position Summary**

Reporting to the Lead-Program Development, the Resource Mobilization Officer will be responsible for supporting the development and implementation of JVS’s overall organizational resource mobilization strategy. S/he will ensure proper relationship building to cultivate and leverage an ever stronger donor support base for JVS across select bilateral, multilateral, philanthropic, and corporate partners. Working closely with other Program teams, s/he will lead the development and presentation of proposals to potential donors and partners, support teams on compliance to donor and JVS requirements during implementation.

**Key Responsibilities:**

Resource mobilization strategy and systems development
- Developing and maintaining a current understanding of JVS’s programs and grantees across the organization.

- Anchoring on JVS’s institutional resource mobilization strategy, assist in the design, implementation and coordination of an institution-wide, comprehensive donor relations and stewardship system that fosters positive and mutually rewarding relations between JVS and its donors.

- Contribute to and review JVS’s strategy documents and knowledge management products to help best position the institution for resource mobilization.

**Donor cultivation**

- Under the guidance of the Lead-Program Development unit, take initiatives to expand JVS’s current donor base, through effective stewardship and new funding opportunities as may be developed to grow donor support for JVS.

- Working with Lead-Program Development, develops concept notes, proposals and budgets which drive the achievement of JVS’s strategic plan and align with both JVS and donor priorities.

- Prospecting bilateral, multilateral, philanthropic, and private sector partners and translating partnership opportunity into both funds and leverage in furtherance of program and resource targets.

- Provide other support as required in the implementation of the Resource Mobilization Strategy.

**Donor management**

- Establish and maintain strong relations with a portfolio of donors as a foundation for resource mobilization efforts. Includes gathering intelligence and analyzing key trends in individual donor policies and plans vis-à-vis JVS;

- Organize briefings, meetings, visits and events with current and prospective donors, coordinate programmatic and logistical arrangements, draft reports and set action plans for follow-up;

- Respond to internal and prepare response to external queries regarding donor contributions;

- Support teams to ensure compliance on donor and JVS requirements, including ensuring timely and quality reporting.

**Leadership support and external engagement**

- Have regular communication with donors, prospective and established, while working closely with JVS’s Communication Officer, to coordinate inputs to external events and opportunities.

- Support the Director and the Leads in identifying representational events with the potential for meaningful donor interaction. Provide proactive and timely advice to the management on strategic interaction with individual donors.
• Represent JVS at external forums and meetings on occasion to position the institution with donors and partners critical to achieving JVS’s strategy

**Key Qualifications and Experience required**

• Master’s degree in International Development, Public Finance, Public Administration, Rural Development, Social Sciences, or any other relevant field;
• With an experience of at least 7 years in resource mobilization for national or organizations;
• Ability to work with donors as well as manage and build strategic donor relations; sound understanding of the donor financing landscape and processes;
• Ability to work on performance-based targets for fundraising;
• Results-oriented, accountable, proactive and able to work on behalf of JVS with a wide range of stakeholders;
• Ability to work effectively within multi-disciplinary teams;
• Strong quantitative and analytical skills;
• Excellent oral and written communication skills;
• Ability to communicate effectively to individuals and groups of people;
• Results and detail orientated with a very hands-on approach;
• Intelligent, motivated self-starter with strong interpersonal skills and work ethic.

**Job Offer:**

• Reporting to: Lead-Program Development
• Full-time: 48 hours per week
• Salary scale: 4,80,000 CTC
• Contract duration: 1-year contract with the intention of extension
• Location: Head Office in Murdaha, Varanasi, U.P
• Start date: a.s.a.p.

**How to apply**

To apply for the post, please send a letter of application stating your motivation and the skills that you would bring to this specific post along with your resume /CV by email to: hrjvsvns@gmail.com

To be considered, applications must be received on or before ……………

For more information on JVS, please visit [www.janvikassamiti.org](http://www.janvikassamiti.org)