



Job Description- RM & Partnership Officer

About Jan Vikas Samiti: Jan Vikas Samiti is an NGO based out of Varanasi which is working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste and persons with disabilities. JVS is directly implementing programs on Community Based Rehabilitation of Children and Youngsters with Disabilities, Women Empowerment, Community Health, WASH, Livelihood Promotion for Women, and Skill Training for Youth.

Purpose of this Position: This is a very dynamic role for an energetic, self-motivated individual who is not afraid to take on big challenges. The RM & Partnership Officer will be focusing on the fundraising efforts of Jan Vikas Samiti as well as providing support to the development & execution of the fundraising strategy.

Location	Varanasi
Time Commitment	Full Time
Reporting to	Head Program Development

Key Responsibilities:

1. Growing and delivering Business Development Strategy and Planning

- Support with defining long-term organizational strategic goals
- Create pipeline strategy
- Attend industry functions, such as association events and conferences, and provide feedback and information on market and creative trends.
- Identify trendsetter ideas by researching industry and related events, publications, and announcements; track individual contributions and their accomplishments.
- Identify opportunities for campaigns, services, and distribution channels that will lead to an increase in visibility and income revenue.
- Using knowledge of the market and competitors, identify and develop the organization's unique selling propositions and differentiators.
- Identify opportunities for campaigns, services, and distribution channels that will lead to an increase in visibility and incoming revenue.
- Maintain extensive knowledge of current market conditions.



2. Business Development

- **Individual Donors (High Net-worth Individuals/Retails Donors):**
 - Develop the pipeline of new donors coming into the organization through cold calls, meetings, etc.
 - Research, identify and cultivate relationships with prospective individual donors and present JVS and its work to secure high level donations.
 - Convert them into confirmed donors and strengthen relations with existing donors.
- **CSR and Grants:**
 - Identify opportunities and potential tie ups that will bring in revenue, support and funds for JVS.
 - Plan persuasive approaches, campaigns and pitches that will convince potential donors.
 - Work with the team to develop proposals that speak to the donor's needs, concerns and objectives.
 - Negotiate and close deals.
 - Develop and implement strategies for strengthening relationships with existing Business supporters.
- **Events and fund Fundraising**
 - Identify collateral needs (e.g. publications, video, online communications, mailing materials) to support JVS fundraising activities.
 - Undertake Direct Marketing campaigns, including mail and online appeals.
 - Set up, coordinate and organize fundraising events for JVS.

3. Donor Data Management

- Ensure that data is accurately entered and managed within the organization's data management systems.
- Forecast targets along with JVS team and ensure they met
- Track and record activity
- Monitor, evaluate and report the effectiveness of fundraising initiatives and campaigns taken up.
- Present business development strategy as per the set target and its achievement plan.
- Develop and maintain donor relations management systems to support fund for ongoing activities of JVS.
- Database segmentation and management.

4. Setting up systems for donor management and implementing them

- Building key donor relationships and provide support as required.
- Maintaining and leveraging network.
- Grow and develop Donor retention strategy.
- Work with the Communication and PRO and PMT to develop a strategic approach to the supporter experience.
- Donor communications and engagement.



5. Others:

- Conduct research and assist with setting up of meetings at networking events.
- Provide support with revenue generating projects
- Manage the Reporting Calendar & ensure timely reporting being sent out to donors.

Qualifications and Experience:

- Graduate/Post graduate in Business Management, Marketing/Strategy Management, Social Work, Fundraising or any related field.
- 10-15 years of relevant work experience across areas such as Fund-raising, Public Relations, Marketing & Communications etc. A background in sales could also be considered
- Experienced candidate in the field of Education, Development Sector, Corporate CSR, Retail Marketing and Banking Retail Marketing preferred
- Raised at least 1 million USD funds for various projects during the sectoral experiences.

Knowledge and Skills:

- Strong interpersonal skills
- Strong relationship building skills
- Strong written and verbal communication skills
- Proficient use of MS Office (Excel, PowerPoint, Word) and Google Suite (Docs, Slides, Sheets) Strong data management skills
- Strong stakeholder management skills
- Strong skill of drafting various thematic based project proposals, concept notes, lateral and bi-lateral grants applications of UN, USAID including Indian CSR and Foundations grants, etc.

Competencies:

- Takes initiative
- Is an organized thinker
- Is curious and a learner
- Uses limited resources to deliver unlimited results
- Attention to detail
- Goal driven

Compensation:

INR 50,000/- per month

Application: hr@janvikassamiti.org



Last Date of Application: 15.02.2024