

Job Description- Lead Resource Mobilization

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 Lead Resource Mobilization 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
- Attend industry functions, such as association events and conferences, and provide feedback and information on market and creative trends.
- 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.

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.

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.
- Develop and maintain donor relations management systems to support fund for ongoing activities of JVS.

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 Associate Resource Mobilizations staff, Communication & PRO and PMT to develop a strategic approach to support and leverage the funds for various programs.

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.
- 5-8 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.

Compensation:

Gross Salary 45,000 to 50,000 per month

Note: Please send your CV to hr@janvikassamiti.org by January 20, 2025