

Job Description- Resource Mobilization Associate

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 Resource Mobilization Associate 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
Vacancy	One

Key Responsibilities:

- 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.
- Develop the pipeline of new donors coming into the organization through cold calls, meetings, etc.
- Participate in the design and implementation of a fundraising strategy for JVS
- Develop concept notes/proposals in coordination with Program Development Department.
- Travel to the field as needed to lead/support program development efforts.
- Strengthen as leverage the network of current and potential donors.
- Provide continuous updates on fundraising performance.
- Case statement development and formulation of messaging and communications strategies for meetings/events, public relations, and social media to development and fundraising efforts.
- Assist in identifying new funding opportunities, maintain and update donors' information system.
- Participate in the design and implementation an information/communication management strategy for JVS
- Regularly assists in updating organizational programmatic and promotional content for JVS work visibility to attract potential social supports and donors.
- Attend meetings with local actors as required and convert people into regular donor either on monthly, quarterly or annually donors.
- Prepare regular reports to donors and other stakeholders about JVS programs in English and Hindi in a quality and timely manner.

Qualifications and Experience:

- Graduate/Post graduate in Business Management, Marketing/Strategy Management, Social Work, Public Relations/Fundraising or any related field.
- 5 years of relevant work experience across areas such as Fund-raising, Public Relations, Marketing & Communications etc.
- Experienced candidate in the field of Education, Development Sector, Corporate CSR, Retail Marketing and Banking Retail Marketing preferred
- Fluency in English and Hindi with excellent oral and writing skills; ability draft documents on short notice.
- Ability to handle multi-tasks and meet strict deadlines.

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

Remuneration:

Gross Salary: Rs. 15,000/- per month & up to Rs. 4,000/- travel expense per month

Note: Please send your CV to hr@janvikassamiti.org by November 30, 2024