



## **JOB DESCRIPTION: Coordinator-Fundraising**

### **ABOUT SNEHA**

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA is 450+ person strong, innovative and progressive organization that works on health and nutrition in urban slum pockets with women and their families. SNEHA follows the life-cycle approach to health and nutrition, by intervening at critical junctures (adolescence, preconception, conception, pregnancy, postnatal, infancy and toddlerhood, family planning) to ensure improved health and nutritional outcomes for women and children living in some of Mumbai's most vulnerable and deprived slums and in the Mumbai Metropolitan Region (MMR) as well.

SNEHA recognises that, in order to improve urban health standards, our initiatives must target both care seekers and care providers. We work with communities residing in informal settlements to empower women and communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health. We have currently 11 programs running across SNEHA which are Maternal and Newborn Health (MNH), Child Health and Nutrition (CHN) – Aahar, Empowerment, Health and Sexuality of Adolescents (EHSAS), Prevention of Violence against Women and Children (PVWC) (e) SNEHA Centre, SNEHA Shakti, Healthy Cities Project (HCP), Samagra, Palliative Care, Livelihood Generation, Central Operations, Research and IM.

### **ABOUT THE DOMAIN: FUNDRAISING**

The Fundraising domain is responsible for fundraising activities within SNEHA for both program and non-program funding. The domain is also responsible for donor relationship management along with the respective program teams.

### **THE PROFILE – FUNDRAISING CO-ORDINATOR**

The Fundraising Coordinator will help with execution of the organization's fundraising plan. The role involves working actively with SNEHA program teams and domain functions, including Finance, Communications, Admin, IM and HR. Externally the role will interface with CSR donors, prospective donors, Indian and international Foundations, Retail donors, Institutional donors, Software vendor (for donor management software), Crowdfunding platforms, Accreditation agencies, and Social sector Intermediary organisations.

**JOB LOCATION:** Santacruz

### **DUTIES & RESPONSIBILITIES:**

1. Reaching out to the prospect list and setting up meetings - CSR, Foundations, Retail, HNI's [donors](#)
2. Supervising completion of due diligence formats, helping program teams with online proposal forms completion, working on completion of forms towards accreditations

3. Manage the data updation and report generation on donor management system; stay up to date on changes/upgrades in donor management system
4. Enable timely communication with donors – tracking of donor reports
5. Plan and execute fundraising and donor events, like Marathon, Annual Fundraisers, Donor round-tables and other planned events .
6. Coordinate with program and domain teams as required for proposal submission, donor reports, etc.
7. Facilitate site visits of donors and other stakeholders
8. Designing and executing retail fundraising campaigns including, online crowdfunding and fundraising campaigns, school-colleges collaboration, any other online or offline events
9. Coordinate with Communications domain for donor communication, online crowdfunding and fundraising campaigns.
10. Planning and execution of Employee & volunteer engagement activities
11. Any other work that may be assigned to achieve fundraising and organizational goals
12. Ensure adherence to SNEHA values, policies and guidelines.

#### **MANAGEMENT & REPORTING**

The role reports in to the Fundraising Manager

#### **QUALIFICATIONS & EXPERIENCE**

1. Post-graduate degree in any discipline (preferably MSW, Development sector-focused degree)
2. 3-4 years of work experience in the services industry or development sector

#### **Skills & Competencies**

1. Good Communication skills in all forms – written, oral and online
2. Well-versed in MS Office – Excel, PPT, Google spreadsheets, etc.
3. Good analytical (numbers) skills
4. Achievement mindset and an eagerness to take initiative
5. Problem-solver and results-oriented
6. Ability to work in teams and with people across functions

**Applications to be sent via email to [damini.pandey@snehamumbai.org](mailto:damini.pandey@snehamumbai.org) with Subject line: “Coordinator-Fundraising”**