

## **ABOUT SNEHA**

SNEHA, a Mumbai-based non-profit with over 450 staff, focuses on improving health and nutrition in urban slums. Using a life-cycle approach, it addresses critical health and nutrition needs at key stages—from adolescence to family planning—aiming to enhance outcomes for women and children in vulnerable communities across Mumbai and the Mumbai Metropolitan Region.

It focuses on enhancing urban health by empowering both care seekers and providers. We work with informal settlement communities to drive change and partner with public health systems to ensure sustainable improvements. Our programs include Maternal and Child Health, Empowerment, Health and Sexuality of Adolescent, Public System Partnership, Prevention of Violence against Women and Children, SNEHA Shakti, Palliative Care, and Livelihood Generation.

## **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.

## **“WHAT’S IN IT FOR ME” (WIIFM) - AT SNEHA**

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

***If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!***

For detailed Information visit our website: [www.snehamumbai.org](http://www.snehamumbai.org) and follow us on:

<b><u>SNEHA - SOCIAL MEDIA HANDLES</u></b>	
	<a href="https://www.instagram.com/snehamumbai_official">@snehamumbai_official</a>
	<a href="https://www.facebook.com/SnehaMumbai">https://www.facebook.com/SnehaMumbai</a>
	<a href="https://twitter.com/SNEHAMumbai">@SNEHAMumbai</a>
	<a href="https://www.linkedin.com/company/544355/">https://www.linkedin.com/company/544355/</a>
	<a href="https://www.youtube.com/snehamumbai">@snehamumbai</a>

## PROFILE SNAPSHOT

### Designation: Fundraising Coordinator

- ✚ **Role:** 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.
- ✚ **Educational Requirement:** Post-graduate degree in any discipline (preferably MSW, Development sector- focused degree)
- ✚ **Experience:** 3-4 years of work experience in the services industry or development sector
- ✚ **Location:** Central
- ✚ **Reports to:** Fundraising Manager
- ✚ **Apply:** Applications are to be sent via email to [diksha.bisht@snehamumbai.org](mailto:diksha.bisht@snehamumbai.org) with the Subject line: "Fundraising Coordinator"
- ✚ **Date of publishing :** 08 Aug 2025

## ROLES AND RESPONSIBILITIES

### CORE DUTIES-

#### 1. Donor Engagement & Fundraising

- Reached out to prospective donors including CSR leads, foundations, retail donors, and HNIs; scheduled and conducted meetings
- Enabled timely communication with donors by tracking and coordinating donor reports
- Planned and executed fundraising and donor events such as marathons, annual fundraisers, and donor round-tables.
- Designed and executed retail fundraising campaigns including online crowdfunding, school/college collaborations, and other offline/online events
- Coordinated with Communications for donor communication and campaign content.

#### 2. Proposal & Documentation Support

- Supervised completion of due diligence forms and accreditation documents
- Supported program teams in completing online proposal submissions and other documentation for donors.

### **3. Donor Management System & Reporting**

- Managed data updates and report generation through the donor management system. Stayed informed about system changes and ensured accurate usage and reporting.

### **4. Stakeholder Coordination & Engagement**

- Coordinated with program and domain teams for proposal submissions and donor reports.
- Facilitated site visits for donors and key stakeholders.
- Planned and executed employee and volunteer engagement activities.

### **5. Organizational Responsibilities**

- Performed additional duties as assigned to meet fundraising and organizational goals.
- Ensured alignment with SNEHA's core values, policies, and guidelines.

### **BEHAVIORAL COMPETENCIES**

- Good Communication skills in all forms – written, oral and online.

### **CRITICAL TRAITS**

- Achievement mindset and an eagerness to take initiative.
- Problem-solver and results-oriented.
- Ability to work in teams and with people across functions
- Good analytical (numbers) skills.

**“Come and be a catalyst for innovation and positive change—apply today to shape the future with us!”**