



JOB DESCRIPTION

Role: Manager, Sponsorship Program

Experience: Minimum 4-5 Years

Location: Imphal, Manipur (with extensive travel to various locations across North East)

Remuneration: INR 5,40,000 – 6,00,000 (CTC)

Travel Allowance: All work related travel as per company policy

About Sunbird:

Sunbird Trust is a non-religious and apolitical not for profit organisation. Through the medium of education, it helps build bridges between various communities in conflict affected North East India and between people here and their countrymen elsewhere in India. Reaching out to the most underserved communities, irrespective of religion, caste or race, Sunbird Trust works to bring about lasting peace and understanding for a better future of self-reliance, dignity and hope.

Job Description:

Sunbird Trust is looking for an experienced Manager, Sponsorship Program who will spearhead our flagship sponsorship programme which entails providing financial access to the most underserved and marginalized students from the conflict affected areas of North East India. The candidate will be responsible for managing & developing relationships with all our partner institutions where our students are sponsored apart from meticulous documentation of all our sponsorship work while providing excellent assistance and support to employees and managers.

Roles & Responsibilities:

Manager, Sponsorship Program will be responsible for:

- Streamline and standardize the student sponsorship program and all related documents such as sponsorship forms, students data form, interview processes for individual students etc.
- Verify Beneficiary documents and recommend for sponsorship
- Manage new requests and recommendations for sponsorship
- Control fund disbursement for sponsorship purposes

- Maintain and regularly update the database of all the sponsored institutions and students for easy reporting
- Maintain sponsorship payment records
- Draft MoUs/ agreements with all sponsored institutions such as schools, hostels, individual students and other partner organisations
- Assist the M&E Manager in monitoring and evaluation tool to assess the progress of sponsored institutions and students on a periodic basis
- Regular assessment of all our partner institutions and sponsored students to enable decision making regarding rollovers of support / sponsorships.
- Draft & prepare donor reports, fund utilization certificates and quarterly progress reports of sponsorship
- Prepare annual budgets for the sponsorship program in line with our yearly targets
- Conduct recce of prospective or potential Sunbird locations
- Assist in drafting of new proposals for sponsorships
- Develop deep relationships with all our partner institutions across the North East with respect to the sponsorship programmes.
- Support the School Leaders in conducting student career counseling sessions
- In-charge of our Customized Student Data Management Software
- Guide and mentor, the sponsorship team on all aspects of the sponsorship work
- Regular visits to all partner institutions along with the team to deepen our engagement with them as well as conduct regular parent orientation programmes of sponsored students.

Qualifications:

- MBA/ MSW / MA (Development)
- Minimum 4-5 year of work experience with a reputed organisation / NGO

Required Skills:

- Excellent organizational skills
- Excellent written, verbal, and telephonic communication skills.
- MS Office and English proficiency
- Exceptional public speaking skills
- Outstanding time management skills

Desired Skills:

- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Experience of working in development sector, NGO field and understanding of associated, relevant organisations and systems

Application Process:

1. Preliminary screening of profile
2. Personal Interview(s)
3. Reference Check

How to Apply?

Send us your cover letter and CV to careers@sunbirdtrust.com to apply.

1. Ensure that the subject line of the email is
<Sponsorship Manager_Your Name>
2. Ensure that your CV is mailed to us as
<Sponsorship Manager_Your Name_CV>

