



Title: Head - Fund Raising and Donor Engagement

Experience: **Minimum 6-8** Years (Social Sector fundraising experience of min 5 years is a must-have)

Location: Bangalore (*May include occasional travel to the North-East*)

Reporting to: Chief Executive Officer

Compensation: INR 9,60,000 - 10,80,000 (CTC)

About Sunbird Trust

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 10,000 people in its project areas
- Sponsors the education of over 7000 children in 52 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 10 schools and 10 hostels
- Team of 38 professionals including Teach for India and Gandhi Fellows and Master's in education and social work
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGIVE Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual "Stories of Change" competition.



Job Description

Sunbird Trust is looking for an experienced Head - Fund Raising and Donor Engagement with excellent leadership skills and networking abilities. The Head - Fund Raising and Donor Engagement will be responsible for building relations with prospective donors and grant-making organizations and drawing up plans to ensure annual targets are met. Should be well organized, proactive, and have the ability to inspire those around. Must stay informed on marketing strategies, and be comfortable researching different sectors. Should have sharp public speaking skills and be able to deliver presentations to a range of audiences.

Roles & Responsibilities

Donor Engagement

- Researching fundraising opportunities and develop a database of potential Corporate CSR, Grantmaking Agencies and Ultra High Net-worth Individual Philanthropists who can support the cause of the organization.
- Research and track proposal requirements with timelines of various donor organizations
- Develop a close working relationship with the programme team, M&E head, and the senior management of the organization to keep abreast of all our projects and programmes and the impact that we are monitoring and evaluating from time to time.
- Work closely with the respective programme teams and senior management to understand the needs of each of the programme from time to time.
- Draft detailed funding proposals including Log-Frame and project implementation plans (in close collaboration with the programme teams)
- Work closely with the M&E team to incorporate best practices of M&E in our proposals to various donors.

- Create a tracking system for submitted proposals and follow up with potential donors for additional information/revision of proposals if required
- Assist the senior management team in drafting and execution of grant MOUs & agreements and fund release documents from time to time.
- Create a bank of proposals with the help of various location heads. This could cover various infrastructure requirements of the locations apart from funds required for educational programme. Make templates which could be used for preparing proposals at very short notice and submission for approval to various donors.
- Work with the Social media and Communications team to curate various crowdfunding opportunities for the organisation
- Coordinate and work closely with the Sponsorship Team and Accounts to ensure timely release of sponsorship funds mapped to various donors
- Maintain and strengthen relations with existing donors to sustain long-term partnership with Sunbird Trust

Donor Reporting

This is of paramount importance to sustain long term funding from large corporate, grant-making foundations and even UHNIs. The responsibilities would include but not be limited to the following to ensure the organizational response to donor requirements are both accurate and timely.

- Keep a detailed schedule of reporting requirements across various donors as per their respective grant MOUs / agreements
- Understand the requirements of each of the reporting formats and keep all programme personnel abreast of their deliverables in the reports.
- Prepare detailed draft reports periodically for various donors as per the terms in the MOU and fund agreement. This would include Utilization reports, narrative reports and managing photos and videos related to the donor's supported programme.



- Engage with donors regularly to keep them abreast about the work of Sunbird Trust and key milestones achieved from time to time
- Explore opportunities for donors to visit our project locations to get a better understanding of our work and to enable them to “touch and feel” the impact they are creating

General Responsibilities

- Collaborate and coordinate with all programme teams to ensure smooth flow of information to donors for proposals as well as reporting
- Maintain utmost diligence in data management with respect to donor information and reporting requirement with respect to grants and CSR funds
- Respond in a timely manner to all requests for information from the programme, accounts, M&E and sponsorship teams
- Keep the senior management abreast about all the developments in the social sector with respect to changes in Fund regulations, reporting requirements and compliance with various laws governing Trusts.
- Participate in the creation of annual budgets for the organization
- Come up with ingenious ways to raise awareness and funds by implementing a variety of marketing strategies and promotional campaigns
- Organizing and attending non-profit events and networking with relevant stakeholders

Qualifications

- Bachelor's degree in PR, Marketing, or any related field
- Minimum 6 years of relevant work experience, 5 years out of which should have been with an NGO in a similar role.



Skill Requirements

- Excellent proposal writing, fundraising, and documentation skills
- Excellent written, verbal, and telephonic communication skills.
- MS Office and English proficiency
- Sound knowledge of the social sector.
- Outstanding time management skills
- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Proactive and self-motivated

Application Process

1. Preliminary screening of profile
2. Personal Interview
3. Reference checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9q9>