

**Title:** Manager - Fundraising and Donor Engagement

**Experience:** Minimum 5-8 Years of relevant work experience (Social sector fundraising experience of min 2-3 years is a must-have)

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

**Reporting To:** Chief Operating Officer/Chief Executive Officer

**Compensation:** INR 7,80,000 - 9,60,000 (CTC)

### **About Sunbird Trust**

Established in 2014, Sunbird Trust is a non-religious and apolitical not-for-profit organization working in remote and conflict-affected parts of North East India with the motto of 'Peace through Education'. It facilitates physical and financial access to education by building schools and hostels and providing child sponsorships. It engages with local communities in livelihood development and fostering peace, thus helping build bridges between people here and their countrymen elsewhere in India.

- Team of 50+ professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- 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
- GREAT PLACE TO WORK accreditation since 2023

### **Roles & Responsibilities**

Sunbird Trust is looking for an experienced Manager - Fundraising and Donor Engagement with excellent leadership skills and networking abilities. The Manager - Fundraising 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. They should be well organized, proactive, and have the ability to inspire those around. They must stay informed on marketing strategies, and be comfortable researching different sectors. They should have sharp public speaking skills and be able to deliver presentations to a range of audiences.

## 1. Donor Engagement

- Research 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
- Maintain the donor database on the CRM platform (IdliStack - Tech4Good) and track submitted proposals and follow up with potential donors for additional information/revision of proposals if required
- Maintain a structured follow-up tracker and provide regular reminders to senior management to ensure timely engagement with past and prospective donors.
- Assist the senior management team in drafting and executing 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

## 2. Donor Reporting

This is of paramount importance to sustain long-term funding from large corporates, 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 is both accurate and timely.

- Curate and disperse the monthly newsletter, collecting information from various verticals across the team to all stakeholders to keep them abreast of the work at Sunbird Trust
- 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
- Assist the finance team on end of year donor mapping
- 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 experience firsthand the impact they are creating

## 3. Organization Level 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

- Organize and attend non-profit events and network with relevant stakeholders

### **Qualifications**

- Bachelor's degree in any related field
- Minimum 5-8 years of relevant work experience, out of which 2-3 years should have been with an NGO in a fundraising role.

### **Skill Requirement**

- 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

### **Must-Have Mindset**

- Commitment & Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility and Adaptability
- Ability to assimilate in local culture and way of life.

### **Application Process**

1. Preliminary screening of profile
2. Pre-work(s)
3. Personal Interview
4. Reference checks

### **HOW TO APPLY?**

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>

