



Manager/Sr. Manager – Fund Raising & Project Office

About Ummeed:

Ummeed was founded in 2001 as a not-for-profit organization to help children with developmental disabilities reach their full potential and be included in society. Over the years of Ummeed's journey, its transdisciplinary team of professionals have directly worked with over 11,000 children and their families, providing family centered care through over 75,000 sessions.

Besides providing clinical services, Ummeed also delivers a wide range of training programs for various stakeholders. In addition, Ummeed is involved in community and advocacy initiatives in the developmental disabilities space.

Ummeed was set up as a section 25 company and has grown from a fledgling team of four to its current strength of over 80. Our budget has grown by 25-50% YoY over the last few years and is expected to be Rs. 10 crores for the current year, funded by a diverse set of donors including foundations, corporates, family offices and individuals.

About “the position” at Ummeed:

As Ummeed continues its growth trajectory, creating new opportunities with potential funders and sustaining trusted relationships with existing funders is key. Also important is to ensure sustainable, multi-year funding to meet Ummeed's growth plans and aspirations. A key element of this position includes data analysis aimed at measuring project outputs and impact for both the organization and its funders. Ummeed would like to bring on-board an experienced and dynamic professional who is excited about fulfilling such a role.

Primary Responsibilities:

Fundraising and Donor Relations

- Map, research and connect with prospective donors – both corporates and individuals; maintain and grow relationships with existing and prospective donors
- Collaborate with different Ummeed team leaders/ managers to assess needs
- Create project budgets, write proposals, follow through on conversion of funding leads
- Be point of contact both externally and internally for donor-related interactions and planning
- Project manage Ummeed's flagship fundraising event – the 55 Km Goa Walk
- Maintain accurate and up-to-date databases pertaining to donors and fundraising events/ activities

Project Office

- Monitor and track fund utilization against budgets and operational outputs against plans
- Analyze trends and prepare Management Information Reports and Donor Reports

Minimum Qualifications:

Master's degree in Management/Marketing with at least six to eight years' of work experience in Fund Raising/ Sales/ Business Development; all of which need not be in the not-for-profit sector. We are open to taking on board smart and enthusiastic individuals who may not have relevant experience but are keen and quick learners with a zest to add value to Ummeed's operations and mission.

Reporting to: Senior Management Team Member

Essential skills required:

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Excellent interpersonal skills and ability to collaborate with different teams
- Ability to initiate, multitask and manage projects with minimum supervision and within stringent timelines
- Attention to detail and strong organizational skills
- High level skill in Excel; ability to work with and analyse numerical and project data
- Good PowerPoint skills

Salary will be commensurate with qualifications and experience.

Candidates meeting the criteria may email their updated resumes to careers@ummeed.org.