



Executive / Asst. Manager – Fund Raising & Donor Relations

About Ummeed:

Ummeed is one of India's premier non-profit organizations providing family-centered care to children with developmental disabilities and their families. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance. As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals. Ummeed offers its team members opportunities to grow professionally and personally, inculcating and reflecting a strong culture of supervision and mentorship and the space for continued learning.

About "the position" at Ummeed:

As Ummeed continues its growth trajectory, sustaining trusted relationships with existing funders is crucial. This position requires the individual to support senior team members in day to day activities pertaining to fund raising and donor management. Coordinating and managing Ummeed's flagship fundraising event – the 55 Km Goa Walk would be a vital part of the role as well.

Primary Responsibilities:

1. Fundraising

- Map, research and collate database of prospective donors – both corporates and individuals
- Assist in preparing proposals and submitting them to donors as and when required
- Implementing and following through on processes related to the 55 Km Goa Walk
 - Planning and organizing logistics related to the walk – in Goa and Mumbai
 - Being point of contact for walkers – prior to and post the event which includes their onboarding and back end support for their fund raising campaigns
 - Collaborating with the communications team for social media activities and communication collaterals
 - Working with the Finance team for timely receipting of funding received
- Maintaining fund raising database and managing standard documentation related to the same

2. Donor Relations

- Preparing donor reports as per donor requirements
- Sharing periodic updates and maintaining contact with donors and supporters

Minimum Qualifications:

Bachelor's/ Master's degree in Marketing, Sales with one to two 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 vision.

Reporting to: Senior Team Member of the Fund Raising Team

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
- Attention to detail and strong organizational skills
- Good PowerPoint skills

Salary will be commensurate with qualifications and experience.

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