



## 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 a strong culture of responsive supervision and mentorship and providing an invigorating space for continued learning.

### About "the position" at Ummeed:

As Ummeed continues on its growth trajectory, sustaining trusted relationships with existing funders is crucial as is building new ones to meet growth opportunities. 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 also be an essential part of the role.

### Primary Responsibilities:

#### 1. **Fundraising**

- Map, research and collate a database of prospective donors – both corporates and individuals
- Assist in preparing proposals to prospective donors
- As part of the core team that manages the 55 Km Goa Walk, assist in
  - Planning and organizing logistics related to the walk – in Goa and Mumbai
  - Coordinating with walkers prior to and post the event which would include 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
- Maintain fund raising database and ensure accuracy and fidelity of donor information

## **2. Donor Relations**

- Work closely with other project teams to create a repository of project information, completed milestones and success stories
- Assist In writing periodic donor reports on project implementation and progress
- Share periodic organizational updates with donors and supporters
- Nurture sustainable relationships with existing individual and institutional donors.

### **Minimum Qualifications:**

Master's degree in Marketing or 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 Excel and PowerPoint skills

Salary will be commensurate with qualifications and experience.

*Candidates meeting the criteria may email their updated resumes to [careers@ummeed.org](mailto:careers@ummeed.org).*