

## Overview of the Role

Fundraising Manager would support Khushii in Strategic expansion its program in Hyderabad. FM is expected to create and nurture strong external partnership with the Donors, Institution and Funding NGO's. FM should be able to adapt to constantly changing environment and thrive in an autonomous role within the young, fast paced organization. Primary function of the role is to raise funds for the current and future monetary needs of the program.

### Responsibilities

Fund Raising

Donor Management

### Requirement

Graduate/ Post Graduate in communication, marketing, sales or related discipline

3-5 years of experience in fund raising or high value business development in for profit or not for profit organization.

Must have a flavor for networking with a passion for initiating sustainable social change.

Computer skills in MS office is required

Excellent presentation skills, interpersonal, organizational, verbal and written communication is required

Strong focus on results, influencing and convincing, customer focus, fostering corporation, adaptability and empathy for Khushii Beneficiary population

### Responsibilities

Following are the major responsibilities that could change as per demand of the dynamic work requirements.

### Fundraising

1. Lead generation for program and organizational funding
3. Tap potential of CSR funds of organizations that are funding Education and community development sector initiatives
4. Focused fundraising programs at potential HNIs.

### **Donor Management**

1. Establish strong relationships with existing donors
2. External stakeholder relationship building & management
3. Create a pool of donors that would support organization's financial needs (restricted as well unrestricted options)
4. Cater to all reporting needs of donors

### **Budgeting and Expense Management**

1. Prepare budgets for fundraising and marketing and execute the same

### **Documentation and reporting**

1. Quarterly and Annual Report preparation (Operational and financial reporting)
2. Make program impact reports
3. Capture success stories and learning from operations of the program

**Reports to: Regional Manager**

**Joining Date: Immediate**

**Location: Hyderabad**

No. Of Openings: