

## Position Description

Title - Fundraising and Marketing Manager (F&M), Mumbai First (MF)

Role Description – The F&M manager is responsible for developing fundraising strategy for MF, to solicit new and managing Existing relationships with MF members and Corporates, securing funding from bilateral and multilateral agencies, corporate donations, employee fundraising activity, fundraising opportunities and mass participation events.

## Specific Responsibilities

- To lead and work in partnership with members of the MF's team to plan, develop and implement the new strategic plan, within agreed timescales and budgets
- Compile and maintain a database of potential collaborators (corporates, organizations international foundations, bilateral and multilateral agencies and private corporations)
- Undertake online research and build contacts with potential individual donors and raise funds for the activities of the organization
- Improve and develop communications material for the organization such as brochure, website, annual report, DVD, poster etc
- Organize or provide assistance in organizing any fundraising events for the organization.

## Qualifications

- Graduate from any discipline with 5 or more years of experience in fundraising in an NGO or similar environment
- Strong creative, strategic, analytical, organisational and personal related skills and experience delivering plans across multiple channels
- Strong presentation and communications skills
- Proficiency in Microsoft products, including PowerPoint, Excel, Word, etc
- Excellent people management and relationship management skills
- Experience of working at Board level
- Public relations experience.

## Personal Attributes

- Highly motivated self-starter
- Excellent leadership, time management and communication skills
- Team player, with the ability to work on one's own initiative as well as part of a small dynamic team
- Creative and innovative in thought process and delivery.

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Interested applicants can send their Resume along with a Cover letter and Photograph at [Himani@mumbaifirst.org](mailto:Himani@mumbaifirst.org)