****POSITION:** Manager – Resource Mobilization

**DEPARTMENT:** Resource Mobilization

**LOCATION:** Delhi

**ROLE DESCRIPTION:**Responsible for identifying, vetting, acquiring new individual retail funding donors while servicing, and growing the existing portfolio of Individual retail donors with CanKids, and managing all Employee Engagement Activities. Role will require a strong understanding of the Retail donor landscape, and communications skills.

**DEPARTMENT DESCRIPTION:**

The CanKidsResource Mobilization Department is responsible for identifying, vetting, and acquiring the required resources towards accomplishing organizational goals. The Dept. focusses on mobilizing in funds, supporters, media attention, partners, while continuously working on refining the current fundraising channels and activities to ensure long-term, flexible and unrestricted resources for CanKids.

**DUTIES AND RESPONSIBILITIES:**

* End2End Manage & appropriately lead/ support all CanKids RM related activities, events, and campaigns
* Document and maintain the CK event calendar, along with all event & retail related files & database
* Write/ curate proposals/ concept notes & reports for activities/ events/ campaigns
* Maintain proactive and periodic communication with donors apart from regular service requirements
* Generate and convert donor leads, and provide pro-active service post conversion
* Ensure Fundraising in accordance with predetermined targets
* Support in drafting and accomplishing the overall Resource Mobilization strategy and goals year on year
* Contribute to and maintain the current and prospective Donor Database
* Participate in and support Organizational/ Dept. development, staff orientation/ training activities, organizing events, and other tasks that might be assigned over the duration of your employment

**FUND-RAISING SOURCES TO FOCUS ON:**

* Corporate CSR / PSU CSR / International donor agencies/ Other Multi-lateral institutions
* Schools and Colleges
* Associations, Foundations, and Trusts

**EDUCATIONAL QUALIFICATIONS & EXPERIENCE:**

* Graduate (Post Graduate preferred)
* 4+ years of relevant work experience
* Proficiency with MS Excel, PPT, and Word
* Language proficiency requirement – English