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| **Designation** | Assistant Project & Operations Manager | | |
| **Job Department:** | NOP | | |
| **Reporting Manager:** | State Coordinator, GM North and above Head-Informatic, Outreach | | |
| **Job Location:** | Chandigarh | | |
| **ROLE DESCRIPTION:**  Responsible for Fundraising and Networking. A person needs to work on planning, development, and management of PSU, CSR, HNI donors to mobilize resources and support accountability of transparent contribution management. You will be responsible for the analysis and management of all fundraising channels and activities, ensuring long-term, flexible, and unrestricted resources for Cankids. Complete HAH development and successful operating procedures at HAH. Daily coordination with respective departments on up gradation of facility, parent, and patient management. Work across all aspects of Cankids PPOP program and assist with the regional team in all areas of work at Unit (CHSUs and HAH).  **DEPRATMENT DESCRIPTION:**  Resource Mobilization aims at acquiring resources and mobilizes people towards accomplishing the Cankids goals. It lay’s emphasis towards bringing money, supporters, attention of the media, alliances with those in power, and refining the fundraising channels and activities, ensuring long-term, flexible and unrestricted resources for Cankids.  Programme management deals with successful and complete running of HAH including staffing, documentation, register management, running region wise education and TSP initiatives. | | |
| **COMPETENCIES/ SKILL SET:**   * Should have conceptual knowledge of Programme Management &Resource mobilization activities and Psycho Oncological space. * Progressively responsible for fundraising & marketing. * Understanding of corporate social responsibility an asset * Proven skills in information, communication, networking, and ability to relate to people with different backgrounds. * Proven ability to effectively manage relationships with private sector and other partners. * Knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation. * Ability to conceptualize, innovate, plan & execute ideas, as well as impart knowledge and teaching skills.   **KEY RESPONSIBILTIES AREAS:**   1. Fund raising through identifying new donors and maintaining relationships with previous donors. 2. Donor management and donor communication. 3. Managing complete donor database with complete accuracy. 4. Organizing various fund-raising events. 5. Operations Management at HAH 6. Supervising regional HAH management and developments. 7. Manage PPO program, implementing psycho-oncological interventions and help in establishing new projects in Southern region.   **DUTIES AND RESPONSIBILITIES:**  **Strategic Management: Resource Mobilization Role**   1. Preparing proposals of utilizations in context to donors for fund raising purpose. 2. Ensure complete coordination and communication with donors. 3. Accountable for synchronization and clubbing of various documents and accounts for donors. 4. Accountable for donors under PSU, CSR, HNI, FCRA (ministry). 5. Responsible for organizing and setting up various fund-raising events like Rakhi festival, Diwali stalls etc. 6. Managing and updating donor database in excel format on regular basis in terms of how much fund received from each donor, how and where funds are being utilized etc. 7. Coordinating and sharing receipts and thank you letters with donors and marinating relationship with them. 8. Accountable for rechecking and reviewing all the details relating to donors like amount donated, date of donation, name of donor, project related to donation etc. and update these records regularly in excel format. 9. Work closely with the Senior Manager Operations / DGM North / Head-NOP for the state wise ‘Change for childhood cancer project as per the targets planned by HQ.   **Operational Management: Project Manager Role**   1. Complete responsibility of daily HAH operational activities 2. Management of HAH inventories, daily, weekly, monthly requisitions to be floated to central team. 3. Managing Parents and Patients records, registers, updates with proper proposed documentation formats. 4. Coordination with TSP team on daily developments of TSP facilitations required at HAH, monitor, upgrade facility management. 5. Close monitoring and evaluating on education programs being run at HAH. 6. Provide psychological support through effective counseling to Parents and Patients. 7. Cross checking financial transactions made for effective utilization. 8. Supervising HAH supervisor/ caretaker with defined task. 9. Responsible for the whole of CHSUs in the Region that we are working on. All medicals’ requests are brought to the MCM on time. All medicals’ bills to be passed by end of the month.   **Resource Mobilization:**   1. Raise local funding to support HAH. 2. Increase community participation. 3. Maintain donor relationships with all local donors. 4. Maintain data for donation and coordinate with Headquarters | |
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**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.