

Resource Mobilization Specialist - SEEDS Delhi Office

Job Profile:

SEEDS intend to hire a Resource Mobilisation Specialist for developing fund raising strategies and plans securing funding through various channels and executing those plans, including overseeing of pre-solicitation/pre-proposal activities, as well as proposal preparation and submission; and otherwise contributing to the Organization's external representation and internal fundraising efforts.

Ideal candidate must be self-motivated with a proven track record of achieving bids and donor acquisition and retention in the NGO/Government sector.

Must be comfortable in the dynamic atmosphere of a professional development organization with a rapidly expanding target

The position will be based in SEEDS Head Office in Delhi.

Roles and Responsibilities:

- Identify new opportunities available
- Identify decision makers within targeted leads to begin
- Setting up meetings and do presentations
- Initiate Proposals
- Engage in Bids
- Engage in Cold calls
- Research and build relationship with new clients
- Client retention
- Communicating with new clients on various SEEDS philosophy adoptions – training curriculum, risk assessment framework, design / prototype, others
- Meet assigned targets

Other functions

- Support other business development activities by attending workshops, conferences and other events.
- Help in developing business development literature

Qualification & Experience:

- MBA with degree or equivalent qualification in Physical Planning /Architecture/Civil engineering
- 2-3 years of experience with donor organizations (Government, multi-national, foundations), project implementers required.

Skills & Competencies:

- Professional, with extremely strong interpersonal, written, and verbal communication skills including the ability to effectively present concepts and ideas to groups of people.
- Highly effective at web-based product demonstrations
- Substantial analytical, technical aptitude and problem-solving skills. Ability to organize and handle multiple assignments.
- Proactive in following through with deadlines and ability to prioritize, trouble shoot, and problem solve
- Experience with Microsoft Word, Outlook, and Excel and lead/customer management applications
- Excellent organization and time management skills. Must be able to work successfully in a fast-paced environment
- Ability to work individually and as part of a team.

How to apply :

Interested candidates to send their CVs to joinus@seedsindia.org with their current and expected salary