



Director – Resource Mobilization

SEEDS is a not-for-profit organization that helps make communities resilient through comprehensive interventions in the areas of disaster recovery, response and preparedness. Since 1994, the organization has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approach to building long-term resilience of the communities it serves. As SEEDS looks at completing 25 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

Position Objectives: -

The Director- Resource Mobilization, will be responsible for mobilization of funds for the organization. She/he will report to the Chief Operating Officer.

Responsibilities: -

1. Developing annual fundraising targets for the organization based on the fund-raising plans of other verticals and plan its achievement through close monitoring on a quarterly basis
2. Lead Fundraising Management – through close review of leads generated, tracking of bids/RFPs on a weekly basis
3. Study of calls/RFPs for eligibility, alignment to organization’s fundraising plans etc. and pursuing it with other verticals.
4. Development and timely submission of concept notes & proposals aligning to the organization’s thematic areas of operations to the Client’s Funding/ CSR strategy, in co-ordination with other verticals
5. Lead the budget and scope negotiation with Donors/clients.
6. Follow up on the proposals submitted with donors
7. Research and foster new partnerships for identifying potential areas of fundraising aligned to organization’s annual plans.
8. Coordinating with project teams for ensuring timely and efficient implementation of projects based on Donor Expectations and agreed milestones.
9. Collating and Preparing reports for donors/ clients in requisite formats.
10. Maintain donor relations; Engaging and coordinating with donors for updates, planning visits, events, visibility plans etc.
11. Coordinating with crowd funding platforms
12. initiate tie ups for increasing individual donation base as per fundraising plans.

13. Initiate cold calls and arrange new funding sources
14. Initiate and coordinate for due diligence of the organization by donors/ clients/ credible fundraising platforms as and when required
15. Support in enhancing employee/volunteer engagement
16. Conceptualizing and providing inputs to Communications team for fundraising and CSR campaigns.
17. Provide Inputs for development of promotion collaterals for the organization.
18. Draft content, budgets and plans for appeal for disasters/ risks - forecasted and post based on situation
19. Addressing of queries / troubleshooting as part of donor/client relations.
20. Ensure donor reporting
21. Provide support for emergency response
22. Ensure efficient delivery of expected outputs from the key positions reporting to you
23. Represent the organization to external stakeholder as and when required
24. Help in digitalization of Resource Mobilization process
25. Any other duties related to the position that emerge from organizational management planning as and when required

Candidate must have following Professional experiences / qualifications: -

- Minimum of eight years of proven, hands-on distinguished career resource mobilization and fundraising field of which at least three at a senior manager level
- Bachelor's Degree in Business Development/ Communications/ Marketing, /Public Relations/Development Studies/ Economics/ Social Sciences/ International Relations/ Public Administration and Business Administration.
- Ability to develop and adapt innovative approaches and replicable strategies for fundraising, through the analysis of trends and experience and the consideration of lessons learned
- Ability to develop detailed knowledge and understanding of priorities and the areas of interest of donors, partners and other stakeholders

Value and Behavior: -

- Interpersonal skills: Ability to build networks and strategic alliances and maintain relationships with donors and internal stakeholder with tact and sensitivity
- Communication skills: Ability to make presentations that catch and maintain audience interest
- Planning and organizing skills: Ability to coordinate and facilitate timely reporting of results and successes to donors
- Code of Conduct: The position is expected to follow the organizational principles and code of conduct as attached

Location of the Position: -

SEEDS Head Office - Delhi

Travel: -

Travel required as per job requirement

How to Apply:

Candidates with a passion to work in the humanitarian sector and the above qualifications and experience may apply to joinus@seedsindia.org with the subject "Director Resource Mobilisation in SEEDS -Delhi Office " latest by 20th January 2019. Women candidates are encouraged to apply. PI mention your current and expected salary

Visit us at www.seedsindia.org.