



Job Description:

Lead – Resource Mobilisation and Partnerships

ABOUT SEEDS

SEEDS is a not-for-profit organisation that helps make communities resilient through comprehensive interventions in the areas of disaster readiness, response and rehabilitation. Since 1994, the organisation has worked extensively on every major disaster in the Indian subcontinent, integrating locally-based approaches to build the long-term resilience of the communities it serves. As SEEDS looks at completing 26 years of outstanding service to humanity, it is re-anchoring its approach to building resilience through innovation.

POSITION

The Lead of Resource Mobilisation and Partnerships will oversee the operations for the Resource Mobilisation and Partnership team to further the organisation's fundraising programmes, and will be responsible for maintaining a healthy work relationship with supporting donors and partners. He/She will directly report to Director Resource Mobilization and Partnerships.

RESPONSIBILITIES:

- Identifying new donors basis convergence with SEEDS strategy 2030
- Researching the new donors interest area and proposing solutions in synchronisation with SEEDS programmes
- Initiating unsolicited calls and arranging new funding sources and other engagements
- Engaging with the donors and strengthening relationships for resource mobilisation
- Maintaining donor relations - Engaging and coordinating with donors for updates, visits, events, visibility plans etc.
- Coordinating with project teams for ensuring timely and efficient implementation of projects based on donor expectations and agreed milestones
- Initiating and coordinating for due diligence of the organisation by donors/ clients/ credible fundraising platforms as and when required
- Drafting content, budgets and plans for appeal for disasters and following up based on situation
- Addressing queries / troubleshooting as part of donor/client relations
- Ensuring timely and high-quality donor reporting
- Supporting Director Resource Mobilisation in fundraising management through close review of leads generated, tracking of opportunities and required follow-up actions

Internal support

- Participating in periodic review and planning meetings with other departments for coordination
- Providing support for emergency response
- Any other duties related to this position that emerge from organisational management planning as and when required

Candidate must have

- Degree in Marketing / Business Administration / Journalism / Communications / Public Relations/ Development Studies / Economics / Social Sciences/ International Relations / Public Administration.
- Minimum of 5 years of proven, hands-on distinguished career in Resource mobilisation and Fundraising or Sales.
- Interpersonal skills: Ability to build networks and strategic alliances and maintain relationships with donors and internal stakeholders with tact and sensitivity
- Planning and organising skills: Ability to coordinate inputs and activities across diverse teams spread across locations, and facilitate timely reporting of results and successes to donors
- Basic online and digital marketing skills
- Excellent verbal and written communication in English

We value

- Ability to make considered and effective decisions and take clear action to address issues
- Attention to detail to spot challenges and opportunities
- Ability to collaborate with teams in a multi-cultural, multi-disciplinary environment
- Strong analytical and persuasion/negotiation skills, with the ability to influence, negotiate, motivate, advocate and resolve conflict
- Ability to succeed in often interrupt-driven, ambiguous and highly flexible environments
- Ability to work and deliver independently as well as be part of a team

Location

New Delhi, India

Travel

Willing to travel up to 20% of the time, sometimes in emergency situations

Term

2 years (renewal)

How to Apply

Candidates with a passion to work in the humanitarian sector and with the above qualifications and experience may apply to joinus@seedsindia.org with the subject "Lead of Resource Mobilisation and Partnerships" in SEEDS -Delhi Office' latest by 15th October 2020. We are an equal opportunity employer and value diversity at our organisation. Please mention your current and expected salary, and joining time required.

For information about the organisation, visit us at www.seedsindia.org.