

Basic Information			
Position Title	Associate Manager - Donor Management and Documentation	Location	Mumbai
Organizational Relationships			
Position reporting to	Manager- Donor management		
No. of Direct Reports	0		
Job Purpose			
<ul style="list-style-type: none">- Enabling sustained funding for EdelGive by providing donors accurate information about current and potential investments- Supporting effective decision-making and communications through documentation of internal processes and learnings			
Key Responsibilities			
Managerial Responsibilities	<ul style="list-style-type: none">- Lead the function of collecting, collating and timely submission of reporting to donor partners- Manage intra-team communications, collaborations, dissemination		
Functional Responsibilities	Donor Reporting <ul style="list-style-type: none">- Track grant-specific servicing requirements and due dates to ensure timely reporting- Collate, review and edit updates received from partners to create accurate and relevant donor reports- Provide data to the M&E team on donor reporting- Support the Donor Management team to improve the quality, relevance and timeliness of information collected and shared with donors		
	Content management <ul style="list-style-type: none">- Create and update collaterals to inform prospective donors about the work of EdelGive partners (2-pagers, NGO diaries)- Create and maintain content databases to support external communications- Collate data/content to support partnerships team in addressing donor queries		
	Documentation <ul style="list-style-type: none">- Develop outputs to showcase learnings from the organization’s initiatives and partners- Support systematic documentation of processes and learnings across the organization, and the institution of processes for the same		
Job Requirements			
Qualifications	Masters degree in Development studies/Sociology/Social Work with a broad understanding of social development issues		
Experience	3-5 years		
Functional Competencies	<ul style="list-style-type: none">• Command over written and spoken English		
	<ul style="list-style-type: none">• Understanding of the social sector and grassroots challenges		

	<ul style="list-style-type: none"> • Collation and analysis of qualitative and quantitative data
	<ul style="list-style-type: none"> • Basic understanding of project management functions
Behavioral Competencies	<ul style="list-style-type: none"> • Critical thinking and analytical skills
	<ul style="list-style-type: none"> • Solution-oriented thinking
	<ul style="list-style-type: none"> • Effective communication and teamwork
	<ul style="list-style-type: none"> • Ability to work with minimum supervision