

Basic Information			
<b>Position Title</b>	Assistant Manager – Strategic Partnerships	<b>Location</b>	Mumbai
Organizational Relationships			
<b>Position reporting to</b>	Sr. Lead – Strategic Partnerships		
<b>No. of Direct Reports</b>	0		
Job Purpose			
<ul style="list-style-type: none"> <li>- <b>Donor relationship management</b> - donor engagement and management of the climate and livelihoods programmes and partnerships of EdelGive. Timely and effective funder reporting and query resolution. Engaging with all kinds of Indian and international funders, individuals and institutions, networks, and other intermediaries.</li> <li>- <b>Identifying and building of good relationships with prospective donors</b> and clients towards the objectives of EdelGive.</li> </ul> <p>The successful execution of these responsibilities is meant to ensure the EdelGive is able to sustain and scale its climate and livelihoods work by keeping donors and supporters informed with accurate information about projects they support, thereby ensuring sustained funding; and EdelGive grows its reach and scope of funding and influential partners.</p>			
Key Responsibilities			
<b>Managerial Responsibilities</b>	<ul style="list-style-type: none"> <li>- Develop, deepen and manage relationships with all donors, potential and current supporters of EdelGive’s climate and livelihoods programs and partnerships. Ensure their continuous and effective engagement through online and offline mediums.</li> <li>- Manage the coordination between different stakeholders in collaboratives anchored/supported by EdelGive, as assigned.</li> <li>- Manage and assist in funding proposals and pitch presentations and other customised communication material to aid fundraising processes</li> <li>- Manage/assist in execution of donor-focused meetings/events</li> </ul>		
<b>Functional Responsibilities</b>	<p><b>Funder Relationship management in the climate and livelihoods space</b></p> <ul style="list-style-type: none"> <li>- Backend management and coordination in key partnerships between EdelGive and external stakeholders in the climate and livelihoods space. Creation of SOPs for smoother workflow where required.</li> <li>- Ensure timely updates and reports of supported projects are shared with current donors and potential donors are reached out to with regular updates.</li> <li>- Furnishing timely information when sought by donors to assist fundraising activities and continuously engage supporters, donors and friends of the organisation and develop meaningful connections</li> <li>- Manage/assist in proposals submission for fundraising towards multiple projects (climate, livelihoods, and others) as assigned</li> <li>- Effectively coordinate with EdelGive’s Investment, Finance and Compliance, and Communications team for support to ensure accurate flow of information to Donors and potential donors</li> </ul>		

	<ul style="list-style-type: none"> <li>- Tracking key developments in the climate, livelihoods and philanthropy space</li> <li>- Creating and maintaining Partnership newsletters and other collaterals to effectively engage funders network.</li> <li>- Assist in organizing visibility and fundraising events/ convenings by ensuring attendance of key leads and donors. Involvement in Pre-and post-event engagements to aid fundraising and donor retention</li> <li>- Participation in workshops on climate, livelihoods, resilience building and sustainability</li> </ul> <p><b>Other tasks</b></p> <ul style="list-style-type: none"> <li>- Ensure timely communication to the Communications team for the necessary collaterals to be developed for fundraising activities</li> <li>- Maintain a database of prospective leads for fundraising outreach through multiple channels – online, events, referrals</li> <li>- Assist in other coordination and tasks in the Partnerships function</li> </ul>
<b>Job Requirements</b>	
<b>Qualifications</b>	Masters in Social Work/ Sustainability/ Environment/ Sociology/ Development Studies or any other relevant degree
<b>Experience</b>	5 - 7 years relevant work experience and proven track record in relationship engagement and management, project management, report writing, research, fundraising and donor servicing etc. Experience in managing climate and sustainability projects is desirable.
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to understand and respond to funder requirements</li> <li>• Good written and spoken English</li> <li>• Good understanding of social development issues, climate concerns, sustainability, grassroots and funder level challenges</li> <li>• Ability to initiate and continue conversations with different segments of funders</li> <li>• Monitoring and Evaluation</li> </ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Networking</li> <li>• Analytical Skills &amp; Solution Oriented Approach</li> <li>• Strategic &amp; Critical Thinking</li> <li>• Working in teams</li> </ul>