

Basic Information			
Position Title	Manager – Strategic Partnerships	Location	Mumbai
Organizational Relationships			
Position reporting to	Sr. Lead – Strategic Partnerships		
No. of Direct Reports	0		
Job Purpose			
<ul style="list-style-type: none">- Donor relationship management - donor engagement and management, timely and effective funder reporting and query resolution. Engaging with all kinds of Indian and international funders, individuals and institutions, networks, and other intermediaries.- Identifying and building of good relationships with prospective donors and clients towards the objectives of EdelGive. <p>The successful execution of these responsibilities is meant to ensure donors are kept 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			
Managerial Responsibilities	<ul style="list-style-type: none">- Develop, deepen and manage relationships with all donors, potential and current supporters of EdelGive’s programs and partnerships. Ensure their continuous and effective engagement through online and offline mediums- Manage the coordination between different stakeholders in collaboratives anchored/supported by EdelGive, as assigned.- Manage and assist in funding proposals and pitch presentations and other customised communication material to aid fundraising processes- Manage/assist in execution of donor-focused meetings/events		
Functional Responsibilities	<p>Funder Relationship management:</p> <ul style="list-style-type: none">- Ensure timely updates and reports of supported projects are shared with current donors and potential donors are reached out to with regular updates.- 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.- Manage/assist in proposals submission for fundraising towards multiple projects as assigned- 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- Liaise effectively with the Servicing/Investment teams to receive project updates periodically to be used to develop donor reports and review and finalise reports received from the servicing desk to ensure fact check, language accuracy and completeness of information sought. <p>Supporting key Partnership tasks</p> <ul style="list-style-type: none">- Contributing to/overseeing Partnership newsletters and other collaterals to effectively engage funders network.		

	<ul style="list-style-type: none"> - 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 - Ensure timely communication to the Communications team for the necessary collaterals to be developed for fundraising activities - Maintain a database of prospective leads for fundraising outreach through multiple channels – online, events, referrals - Participation in workshops on philanthropy, CSR for network building. Conducting research on fundraising opportunities through proposal announcements, events, outreach, cold mails, etc for lead generation - Maintain and regularly update the fundraising MIS tracker on fundraising activities, opportunities and achievements - Assist in other coordination and tasks in the Partnerships function
Job Requirements	
Qualifications	Masters in Social Work /Sociology/ Development Studies or any other relevant degree
Experience	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.
Functional Competencies	<ul style="list-style-type: none"> • Ability to understand and respond to funder requirements
	<ul style="list-style-type: none"> • Good written and spoken English
	<ul style="list-style-type: none"> • Good understanding of social development issues, grassroots and funder level challenges
	<ul style="list-style-type: none"> • Ability to initiate and continue conversations with different segments of funders
	<ul style="list-style-type: none"> • Monitoring and Evaluation
Behavioral Competencies	<ul style="list-style-type: none"> • Problem Solving
	<ul style="list-style-type: none"> • Networking
	<ul style="list-style-type: none"> • Analytical Skills & Solution Oriented Approach
	<ul style="list-style-type: none"> • Strategic & Critical Thinking
	<ul style="list-style-type: none"> • Working in teams