

Job Description : Manager – Resource Mobilization

1. Role: Manager - Manager Resource Mobilization
2. Reports to Executive Director

3. Purpose:

The Manager - Resource Mobilisation, working closely with the ED, has primary responsibility to develop and manage the individual donors to support the work of FST. The function the following main roles:

- Develop and implement fundraising & resource mobilization strategies
- Raise funds from CSR, local business houses and high networth individuals
- Support the management of donor partners and other strategic partners

A confident networker, you will represent FST at meetings, forums and events, as well as support engagement with key funders, in order to initiate and strengthen our relationships.

4. Key Responsibilities:

- i. Annual Fundraising Target: 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. Raise funds, gifts in kind, donations.
- ii. Lead Fundraising Management : Through close review of leads generated, tracking of prospective donors. Submission and Follow up on the proposals submitted with prospective donors.
- iii. Donor Management: Adopt strategies to retain the donors to continue the giving to FST. Engaging and coordinating with donors for updates, planning visits, events, visibility plans etc.
- iv. Donor Acquisition: Approach new donors, acquire donor data base for possible giving. Initiate tie ups for increasing individual donation base as per fundraising plans.
- v. Coordination: A major focus of the role will be to work with the programmes team to develop high quality funding proposals and deliver on grant accountabilities.
- vi. Funding Scoping: Research and foster new partnerships for identifying potential areas of fundraising aligned to organization's annual plans.
- vii. Manage and coordinating with crowd funding platform and campaigns.

5. 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.

Travel: The position requires to travel to different locations within the country to raise funds, attend training programmes etc.