

## **Manager- Outreach and Fundraising**

**Location: New Delhi, India**

### **ABOUT SVELIFE FOUNDATION**

We are an independent, non-profit organization committed to improving road safety and access to emergency medical care across India and the developing world. Our team members are highly motivated individuals with fire in their belly and passion for their work. We are a team connected with the spirit of public service.

Globally, 1.35 million people are killed each year in road crashes. 90% of these fatalities occur in the developing world with India leading the global death toll with 150,000 deaths each year. We are committed to saving lives on Indian roads and to do so, we connect research, advocacy, communication and on ground execution (RACE). Over the past few years, we have facilitated the enactment of key legislations in India such as the Motor Vehicles Amendment Act, 2019 and Good Samaritan Law, adopted one of India's deadliest highways to transform it into a zero-fatality corridor, trained thousands of Police officers and volunteers in life-saving techniques and built award-winning technology to connect and assist stakeholders including bereaved families from extremely poor backgrounds.

Our path-breaking work has been recognised both nationally as well as internationally. SLF has been recognised as the best NGO in India by Rockefeller Foundation; we have also won the prestigious Prince Michael International Road Safety Award, and we got featured by Satyamev Jayate TV Show hosted by actor Aamir Khan.

### **JOB DESCRIPTION**

Do you love meeting people and selling ideas? As the Manager-Outreach and Fundraising, you are motivated and driven. You work with different teams, interact and engage with a wide range of donors, research, collaborate, strategize and develop partnership portfolio.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for developing, updating and implementing the Fundraising (FR) strategy for corporate, institutional and individual donations.
- Facilitate research on prospective foundations, individuals and corporate donors.
- Identify suitable FR opportunities, raise funding required for SLF's programming needs, and develop a robust partnership portfolio.
- Leverage and grow existing corporate partnerships.
- Design a cultivation strategy for each corporate donor and update regularly.
- Coordinate with program team for content and ensure timely updates are shared with donors.
- In consultation with senior leadership team, set targets and ensure progress both on funds raised as well as leads generated.
- Facilitate development of project concept notes and proposals to submit to potential donors and ensure that the grant making criteria are met
- Create quarterly and annual fundraising reports and other donor reports as needed
- Process donations/grants and prepare acknowledgement letters and other correspondence
- Coordinate production and mailing of marketing collaterals and other organisational communication materials
- Provide operations support in donor meetings including note taking and follow up
- Maintain and update databases relevant to fundraising functions

- Work collaboratively across departments to develop and deliver on effective donor communications, reporting and compliance with the aim of cultivating, growing and sustaining long-term funding and collaboration
- Maintain up-to-date and accurate tracking systems for management of donor relationships and grants development
- Manage database for all contacts including donors, funders, corporates & media

#### **BASIC QUALIFICATION**

- Post-Graduate, preferably an MBA with at least 6-7 years of experience in Marketing/ Advertising/ Client Services/ Business Development.
- Basic knowledge of mass communications, brand building, marketing.
- Media, marketing campaign experience
- Donor and/or Client Relationship Management (CRM) experience with Corporates, high level Corporate Executives, Corporate Boards, Chambers of Commerce and Industry, etc.
- Passion for and basic understanding of Development Programs, and its Impact through Corporate sector actions.
- Experience in Microsoft Office is required
- Excellent verbal and written communication skills in English
- Ability to multitask and work within strict deadlines
- Excellent interpersonal skills and the ability to work in a team or independently as required

#### **Compensation:**

- Commensurate with experience and qualifications. Additionally, medical insurance and other benefits as per the organizational policy

**Location:** New Delhi

**How to apply:** The interested candidate should send a copy of their resume, cover letter and details of current and expected annual CTC to [careers@savelifefoundation.org](mailto:careers@savelifefoundation.org). Please mention the name of the position in the subject of the email.