Development Manager – Donor Acquisition

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Development Manager – Donor Acquisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Programs</td>
</tr>
<tr>
<td>Level</td>
<td>Level 3 (Manager)</td>
</tr>
<tr>
<td>Location</td>
<td>Delhi / Bombay</td>
</tr>
<tr>
<td>Reporting Manager</td>
<td>CEO</td>
</tr>
<tr>
<td>Reportees</td>
<td>-Nil-</td>
</tr>
</tbody>
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**Role Overview:**

This role is responsible to identify potential donors for SLF work; engage with them at different levels; organize leadership interactions from both sides; help develop their appreciation and alignment with the larger purpose being served by SLF and successfully win sponsorship for various programs of SLF.

**Key Responsibilities:**

- Scan the environment for funding sources across sectors including companies, foundations, international agencies, individuals and other such avenues
- Study the philosophies of such target organizations and identify potential areas of alignment.
- Identify potential donors through discussion with the CEO and other senior management members;
- Identify key personnel at those organizations and plan different levels of engagement with them.
- Build the initial contact with identified key personnel and nurture relationships; share the work being done by SLF and its larger motto via powerpoint presentations or brief papers; share research work & other publications of SLF, share information around road accidents / policy changes in India and the world.
- Set-up the ground for leadership interactions from both sides.
- Work with the CEO and other senior management members to prepare for such strategic interactions with potential donors.
- Facilitate the Programs / Technical team to develop & submit proposal for customized projects for donor organizations.
- Prepare contract papers, get legal vetting of those and facilitate signing of both parties and other formalities.
- Keep track of progress of Projects to handle query or talk to others.
- Participate in events that would help more interface with sponsors, stakeholders.
- Maintain up-to-date and accurate tracking systems for management of donor relationships and grants development.
Process Improvement, Learning & Development

• Take initiative to learn new developments at Technical or Policy level & Road Safety aspects across the globe
• Use social media, digital channels for maximizing reach and connect
• Actively participate in organization initiatives, planning and review discussions
• Adhere to timelines of processes like self-appraisals; internal training, etc.

*Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager.

Role Specifications:

Education

• MBA (Public Relations, Business Administration, Marketing, or Management) or equivalent qualification.

Experience

• At least 6 Years’ experience in Marketing and Relationship management

Key Behavioural attributes

• Team Leadership
  o Motivate People
  o Delegate and monitor
  o Foster Teamwork
  o Develop People

• Execution Focus
  o Building Trust & Relationships
  o Impact & Influence
  o Planning & Organizing
  o Communication

• Learning Focus
  o Learning Orientation
  o Analytical Thinking

• Adherence to Core Values of SLF
  o Dependability
  o Integrity
  o Mutual Respect
  o Spirit of Public Service
  o Leadership
  o Excellence
**Key Performance Indicators (KPI):**

<table>
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<tr>
<th>SL.</th>
<th>Key Result Area (KRA)</th>
<th>Key Performance Indicator (KPI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fund acquired</td>
<td>Total amount of Fund approved in the current fiscal vis-à-vis overall target</td>
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<tr>
<td></td>
<td></td>
<td>% Contribution of Institutional funds in the overall Funding obtained by SLF</td>
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<tr>
<td></td>
<td></td>
<td>% Contribution of Private Sector in the overall Funding obtained by SLF</td>
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<tr>
<td></td>
<td></td>
<td>% Contribution of extension / add-on funding in the overall Fund acquired</td>
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<tr>
<td></td>
<td></td>
<td>Quality of Donors OR Diversity in Donor partners</td>
</tr>
<tr>
<td>2</td>
<td>Relationship building</td>
<td>Number of new contacts developed at the top leadership level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of new potential sponsors (Companies) identified</td>
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<tr>
<td></td>
<td></td>
<td>Number of high visibility conferences participated</td>
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<tr>
<td>3</td>
<td>Focus on Development</td>
<td>% adherence to goal setting and performance appraisal timelines for self &amp; team members</td>
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<tr>
<td></td>
<td></td>
<td>Number of new initiatives taken / implementable ideas suggested</td>
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<tr>
<td></td>
<td></td>
<td>% adherence to person-hours of training of self</td>
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**How to apply:** Interested candidates can apply for this position by clicking on the following link and submitting their application.

https://forms.gle/hwCmi5KTZmg6JU558