



Asst. Manager/Manager– Fund Raising & Donor Relations

About Ummeed:

Ummeed is one of India's premier non-profit organizations providing family-centered care to children with developmental disabilities and their families. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance. As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals. Ummeed offers its team members opportunities to grow professionally and personally, inculcating and reflecting a strong culture of supervision and mentorship and the space for continued learning.

About "the position" at Ummeed:

As Ummeed continues its growth trajectory, sustaining trusted relationships with existing funders is crucial. This position requires the individual to support senior team members in day to day activities pertaining to fund raising and donor management. Coordinating with the program teams to draft proposals and donor reports in a timely manner would be a vital part of the role. The position also requires support in the processes related to 55 Km Goa Walk as needed.

Primary Responsibilities:

1. Fundraising

- Map, research, collate and maintain a database of current and prospective donors – corporates, foundations, family offices and high net worth individuals
- Create and implement a process for regular and periodic engagement with the different categories of donors, for example through newsletters, program updates etc. Collate program data and assist in preparing project proposals
- Maintain and track the Donor Management System for project deliverables and reporting
- Work with the Walk team to organize and host Ummeed's flagship fund raising event - the 55 Km Walk at Goa, held in January every year

2. Donor Relations

- Support the M&E team to gather program data with respect to activities, outputs and impact
- Assist the FR team in putting together periodic donor reports
- Plan and coordinate donor meetings and visits
- Ensure adequate and regular engagement with all donors. This may require defining the quality and periodicity of the touch points with different categories of donors

Minimum Qualifications:

Bachelor's/ Master's degree in Business, Marketing and Sales, Communications or other relevant degrees, with 3-4 years of work experience in Fund Raising/ Sales/ Business Development; all of which need not be in the not-for-profit sector. We are open to taking on board smart and enthusiastic individuals who may not have relevant experience but are keen and quick learners with a zest to add value to Ummeed's operations and vision.

Reporting to: Senior Team Member of the Fund Raising Team

Essential skills required:

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Excellent interpersonal skills and ability to collaborate with different teams
- Attention to detail and strong organizational skills
- Good Excel and PowerPoint skills.

Salary will be commensurate with qualifications and experience.

Candidates meeting the criteria may email their updated resumes to careers@ummeed.org.