|  |  |
| --- | --- |
| **POSITION** |  Deputy General Manager |
| **DEPARTMENT** |  Resource Mobilization |
| **QUALIFICATION** |  Graduate (Post Graduate preferred) |
| **EXPERIENCE** |  7+ years of relevant work experience |
| **LOCATION** |  HQ, Delhi |

Responsible for identifying, vetting, and acquiring corporate funding partners for CanKids. The role will require a strong understanding of the corporate donor landscape and communication skills for identifying, vetting, and acquiring new individual retail funding donors while servicing, and growing the existing portfolio of Individual retail donors with CanKids, and managing all Employee Engagement Activities. The role will require a strong understanding of the Retail donor landscape and communications skills.

**DEPARTMENT DESCRIPTION:**

The CanKidsResource Mobilization Department is responsible for identifying, vetting, and acquiring the required resources for accomplishing organizational goals. The Dept. focuses on mobilizing funds, supporters, media attention, and partners, while continuously working on refining the current fundraising channels and activities to ensure long-term, flexible, and unrestricted resources for CanKids.

**DUTIES AND RESPONSIBILITIES:**

* Generate and convert donor partner leads and provide proactive service post-conversion.
* Ensure Fundraising is in accordance with predetermined targets.
* Support in drafting and accomplishing the overall Resource Mobilization goals year on year.
* Contribute to and maintain the current and prospective Donor Database
* Write/ curate proposals/ concept notes/ reports with the consultation of the relevant Project teams.
* Participate in and support Organizational/ Dept. development, staff orientation/ training activities, organizing events, and other tasks that might be assigned over the duration of your employment.
* End2End Manage & appropriately lead/ support all CanKids RM related activities, events, and campaigns.
* Document and maintain the CK event calendar, along with all event & retail related files & database.
* Support in drafting and accomplishing the overall Resource Mobilization strategy and goals year on year.
* Write/ curate proposals/ concept notes & reports for activities/ events/ campaigns.
* Maintain proactive and periodic communication with donors apart from regular service requirements.
* Participate in and support Organizational/ Dept. development, staff orientation/ training activities, organizing events, and other tasks that might be assigned over the duration of your employment.

**FUN****D-RAISING SOURCES TO FOCUS ON:**

* Corporate CSR /Public Sector Unit CSR / Other multilateral institutions
* Corporate CSR / PSU CSR / International donor agencies/ Other Multi-lateral institutions
* Schools and Colleges
* Associations, Foundations, and Trusts

**EDUCATIONAL QUALIFICATIONS & EXPERIENCE:**

* Graduate (Post Graduate preferred)
* 7+ years of relevant work experience
* Proficiency with MS Excel, PPT, and Word
* Language proficiency requirement – English