
Job title	Manager – Corporate Fundraising (Regional Opportunities)
Grade	4
Location	Delhi
Reporting to	Director- Resource Mobilization and Dotted line reporting to Manager- Corporate Fundraising (Country Office)
Reporting from	None

Context

Jal Seva Charitable Foundation (JSCF) is registered in India as a not for profit company under Chapter Section 25 of the Companies Act, 1956. JSCF is an associate member of WaterAid International and used the brand name 'WaterAid' in India. WaterAid's mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene. WaterAid India's goal is to "Make Water Sanitation and Hygiene (WASH) poverty history in the country".

WaterAid began working in India in 1986. WaterAid India (WAI) focuses on the poorer states in the country to better target India's most vulnerable communities. The head office is in the nation's capital, New Delhi. WaterAid India also has Regional Programme Offices in Bhopal, Bhubaneswar, Hyderabad and Lucknow. We currently work in 11 states in the country.

WAI's Programme focus in the next five years is on promoting and securing rights and access to safe water, improved hygiene and sanitation for the poor in particular through direct services and millions more through our influencing work.

Purpose

To provide support for organisation's funding from corporate donors and contribute to the achievement of resource mobilisation plan of WaterAid India through set acquisition targets.

Responsibilities

- Develop and acquire new corporate fundraising relationships for WaterAid India, in line with organisational and functional strategy
 - Coordinate the development and implementation of the organisation's corporate resource mobilisation strategy for Regional Offices in India.

- Working closely with Regional offices and WaterAid project locations to explore regional fundraising opportunities (Prospecting) for the WaterAid intervention Districts across four Regions namely North , East, West and South
 - Work with all the relevant units within the Country Office (Programme & Policy, Finance), and explore opportunities with other WaterAid international members/ multinational corporates donors interested in the concerned geographies in India.
 - Research and prioritise corporate donors to proactively approach, in line with the organisation's ethical guidelines; anchor proposals and presentations to potential and prospective donors, and leading these to closure as appropriate
 - Deepen the relationship with the donors at different hierarchical levels on both the sides to strengthen the bond
 - With timely servicing and relationship management skills, build higher organisational affinity to drive larger share of their CSR pie and employee engagement, especially in larger prospects
 - Provide technical solutions to corporates, acting as an advisor to support their WASH initiatives and build consulting partnerships
 - Ensure that organisation and the donor objectives are met to maximise income and program impact opportunities from each relationship
 - Arrange regular meetings to review funding processes and progress within the Country Office and, providing update on funding progress and new opportunities
 - Explore and organize volunteering /employee engagement activities from the corporates.
 - Develop and maintain good relationships with corporate donors to ensure appropriate networking and appropriate WA presence at relevant events; ensure the exchange of good practices, ideas, and initiatives to position WaterAid as a leader in the space
 - Ensuring regular corporate updates in various forums including newsletters, website, annual reports, industry journals etc.
 - Keep up to date with fundraising and other appropriate industry journals, as well as other information affecting fundraising from corporates
- Management of fundraising relationships, in line with best standard practices
 - Manage all aspects of donor contracts including advice and guidance on donor policies and procedures, compliance of reporting requirement and timeframes, and submission of payment requests
 - Support capacity building of internal functions and partners in understanding donor and contractual requirements, and coordinating between them for fulfilling relevant compliances

- Work with the Programme Funding Team and international members to ensure internal processes and systems for fundraising and grant management are adequately followed
- Ensure that all information added to or amended on the fundraising database is accurate and that the database is kept fully up to date

Eligibilities and requirements

- Education
 - Post-graduate degree in business management, MSW or related field, from a reputed university/institute
- Experience
 - 10 years plus of relevant work experience in similar organisational/functional context
- Other specifications
 - Donor interface and regular meetings – Excellent Prospecting & relationship building skills
 - Target Driven and hunger to achieve
 - High level skills in capacity building, around corporate fund raising and management of accountabilities and compliance in relation to donor funding
 - Ability to work as a team with staff at all levels without holding any direct line management authority
 - High level skills in written standard English and ability to edit and possibly rewrite proposals, documents and reports developed by programme staff into high dissemination standard documents. Preferable understanding of developmental programs.
 - Excellent numeracy, attention to detail, ability to use spreadsheets and analyse complex budgets
 - Ability to develop and maintain effective project files for implementation, evaluation and audit purposes
 - Strong negotiating and persuasive skills, and experience of competing for and securing new business
 - Ability to respond to challenging working hours and timelines for completion of assignments.
 - Strong relationship and networking skills in order to maintain robust relationships with key external stakeholders
 - The position requires travelling to Regional offices and WaterAid project locations to explore regional fundraising opportunities and hence the candidate should be open to that.

Application Process

- To apply please download the attached application form. Kindly note that ONLY applications submitted on WaterAid's standard application form will be considered.
- Please mention in the subject line "Manager – Corporate Fundraising (Regional Opportunities).
- Please save the application form with your name and position, you have applied. Completed applications should be sent to waindhr@wateraid.org.
- Closing date: 15 April 2018
- Only Shortlisted candidates will be intimated of the interview.

WaterAid is an equal opportunity employer; women and the differently abled are particularly encouraged to apply.