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JOB DESCRIPTION

Position Title:	Associate - Resource Mobilization (Corporate Donors - Servicing and Systems)	
Function:	Resource Mobilization	
Level	I1, Associate	
Position Reports to:	Assistant Manager Resource Mobilization	
Supervises	NA	
Location:	Mumbai/ Bangalore	
<p>Purpose: The Associate Resource Mobilization supports the CSR Lead in identifying fund raising efforts targeted at Corporate Donors & Foundations. This position plays a key role in managing donors and is primarily responsible for maintaining backend systems, preparing reports and following up on closures and plays a supporting role in growing the pool of donors.</p>		
<p>Key Responsibility Areas (KRA)</p>		
KRA	Description	Performance Indicators
Donor Engagement & Onboarding	<ul style="list-style-type: none"> ● Collate data and submitting MOUs and related documentation; work with Supervisor to complete all processes due diligence as required by each organization ● Track and manage donations using appropriate tools ● Support in development of creative options to engage with donors and extended populations with the donor organizations including corporate volunteering ● Support in creation and implementation of a communication plan including reports of funds utilization, impact of programs, key updates etc. 	<ul style="list-style-type: none"> ● Donor Feedback and Engagement levels ● Donor retention levels
Donor Reporting	<ul style="list-style-type: none"> ● Understand the reporting requirements for all donor category in specific in coordination with the supervisor ● Work with project teams to obtain required inputs ● Work with Supervisor and program mgmt to create appropriate reports in a timely manner 	<ul style="list-style-type: none"> ● Quality updated inputs ● Timely, accurate and quality of outputs ● Number of reports created



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<p>Support development of the resource mobilization strategy, annual plans and processes focused on Corporate Donors and Foundations</p>	<ul style="list-style-type: none"> ● Build a good understanding of CMCAs programs and each location focusing on existing corporates ● Actively participate in planning activities for the year including arriving at targets and goals ● Support in developing quality processes, trackers, documentation guidelines etc.; ● Ensure adherence to the same 	<ul style="list-style-type: none"> ● Active participation ● Process adherence ● Updated trackers and databases ● Timely follow ups with corporates and reminders to Lead
<p>Support in Business Development and Pre-sales</p>	<ul style="list-style-type: none"> ● Support Supervisor in researching potential corporates as required and creating and maintaining a database of potential targets ● Work with the supervisor to develop collaterals and other sales support materials ● Support in establishing relationships, scheduling of meetings, attending meeting and taking minutes ● Support in developing quality proposals and ensure timely follow up 	<ul style="list-style-type: none"> ● Contribution to the fund- raising targets of RM Team ● Increase in circle size ● Leads generated
<p>Capacity Building</p>	<ul style="list-style-type: none"> ● Research and keep up to date on new thinking, trends, issues, pertaining to donor management, stakeholder motivation, creative fundraising campaigns, governance and stewardship etc. ● Obtain feedback on performance, identify improvement areas and work on self-improvement ● Build skills required to improve job performance e.g., Networking & Influencing, Project Management, Communication etc. 	<ul style="list-style-type: none"> ● Participation in domain brainstorming ● Continuous learning and improvement efforts
<p>Contribute to Organization Initiatives (Stretch)</p>	<ul style="list-style-type: none"> ● Support in employee engagement and fundraiser events in head office and home state / neighbouring states as needed ● Support organisation initiatives and contribute in management and operational areas as needed (e.g., participation in recruitment/ induction, participation in events, team building etc.) 	<ul style="list-style-type: none"> ● Contribution levels ● Sustained effort



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Person Profile:

Education Background	<ul style="list-style-type: none">● Minimum - Graduate in any discipline
Years of experience	<ul style="list-style-type: none">● At least 6 months to 2 years of relevant experience.
Industry Exposure:	<ul style="list-style-type: none">● Experience in the social sector would be an advantage
Type of Experience:	<ul style="list-style-type: none">● Experience in a similar role would be ideal● Experience in B2B sales would be an advantage● Experience in creating reports/ documents for external stakeholders is essential with good skills in MS PowerPoint and MS Word● Good written and verbal English is essential● Should be have an orientation towards attention to detail & diligence in completion of work

