

Job Title: Manager: Fundraising

Organization: Muskaan PAEPID

Location: Delhi

Job Type: Full-time

Introduction to Muskaan-PAEPID

Muskaan-PAEPID was started in 1982 by parents and professionals. Muskaan is well known for its pioneering work in the field of providing training and work opportunities to adults with ID. Family support, assisted living, awareness and advocacy are other areas of work of the organization. After receiving training in various skills, our students work within Muskaan in distinct units like stationary, bakery etc. creating products, available for the outside world to buy. Students have also been able to secure employment outside Muskaan with partner organizations in various industries.

Job Summary:

We are seeking an experienced and dynamic Fundraising Manager to lead our fundraising efforts. The successful candidate will be responsible for developing and implementing a comprehensive fundraising strategy to secure donations and support our programs. The ideal candidate will have a passion for disability rights and experience in fundraising, marketing, and donor engagement.

Responsibilities:

- Develop and implement a fundraising strategy to meet organizational goals.
- Identify and cultivate relationships with potential donors, corporates, and foundations.
- Research and write grant proposals, reports, and other fundraising materials.
- Plan and execute fundraising events, campaigns, and activities.
- Build and maintain relationships with existing donors and stakeholders.
- Collaborate with program teams to understand project needs and develop compelling fundraising appeals.
- Manage donor data, tracking, and analytics to optimize fundraising efforts.
- Develop and manage the fundraising budget

Requirements:

- 2-3 years of experience in fundraising, preferably within the non-profit sector
- Proven track record of successfully securing donations and funding from individuals, corporates, and foundations
- Proven track record of successful fundraising
- Excellent communication, writing, and presentation skills
- Strong research and analytical skills
- Ability to build relationships with diverse stakeholders
- Experience using donor management systems or CRMs for tracking and managing donor interactions
- Passion for disability rights and commitment to Muskaan PAEPID's mission
- Experience writing and managing grant proposals, reports, and other fundraising materials
- Experience organizing fundraising events, campaigns, or similar activities
- Background in managing donor relations and maintaining long-term partnerships with funders

Qualifications & Skills:

- Strong communication skills, both written and verbal, for crafting persuasive fundraising materials and engaging with donors
- Excellent research skills for identifying and securing funding opportunities
- Strategic thinking with the ability to develop and execute fundraising plans that align with Muskaan's mission
- Event planning and management experience for organizing fundraising events and campaigns
- Proficiency in donor management software and fundraising databases
- Budgeting and financial management skills to oversee the fundraising budget
- Ability to analyze donor data to refine strategies and maximize support
- Networking and relationship-building skills for engaging with new and existing donors

Desired Qualities:

- Strong passion for disability rights and Muskaan's mission
- High level of empathy and understanding for the cause and the beneficiaries
- Results-oriented with a focus on achieving fundraising targets
- Collaborative mindset, with the ability to work effectively with both internal teams and external stakeholders
- Creative and innovative approach to fundraising campaigns and events
- Highly motivated with a proactive attitude and strong initiative

How to Apply:

If you are a motivated and experienced fundraising professional looking to make a difference, please submit your resume, cover letter and a brief fundraising proposal (max. 2 pages) to muskaan@muskaan-paepid.org as well as fill our online application [here](#). We look forward to hearing from you!

Note: We thank all applicants; however, only shortlisted candidates will be contacted.