

**Job description**  
**VAANI DEAF CHILDRENS FOUNDATION**

<b>Job title:</b> Head-Resource Mobilization	<b>Unit:</b> Resource Mobilization
<b>Reports to:</b> Executive Director	<b>Location:</b> Bangalore
<p><b>Remuneration:</b> As per sector standard</p> <p><b>Working Hours:</b> Monday to Friday 9.30 am to 5.30 pm. If required the employee would need to work on Saturday and Sunday.</p> <p><b>Type Of Employment:</b> Full Time (One Year consultant) and three months probationary period</p> <p><b>Level of Employment:</b> Senior Management</p>	
<b>Purpose of job</b>	
<p>We are searching for a person with excellent leadership skills and networking abilities. The Head-Resource Mobilization will be responsible for building good relationships with prospective donors and clients across multiple sectors, communicating with the broader public and internal teams, delegating tasks, and drawing up plans to ensure annual targets are met. The person should be well organized, proactive, and have the ability to inspire people around.</p> <p>Implementing a fundraising strategy focused on achieving economic resources and establishing strategic alliances and partnerships to maximize the impact and reach of the organization within India. To develop, manage and grow the Individual and CSR/Foundation income in line with the organizational Growth Plan. Also seeking International grants for the organization.</p>	
<b>Applied knowledge and skill</b>	
<ul style="list-style-type: none"> <li>● Minimum of 3-5 years experience in fundraising positions or more than 5 years experience in similar areas such as marketing in the social sector</li> <li>● Sound knowledge of the charity sector.</li> <li>● Good written, verbal, and telephonic communication skills.</li> <li>● Previous experience of sales and marketing is also acceptable</li> <li>● Confident in networking and engaging with stakeholders</li> <li>● Understanding of Financials</li> <li>● Experience of working with multiple stakeholders</li> <li>● Ability to design and execute tasks in a process-based model/approach</li> <li>● Knowledge of drafting proposals and budgets</li> <li>● Excellent written and oral communication skills – Knowledge of English and Hindi is a must</li> <li>● Experience of using MS Office package (Word, Excel and Power Point) Social Media Savvy</li> <li>● Ability to work independently</li> </ul>	
<b>Organisation Skills</b>	

- Achieving Individual income targets will be a priority as this will have a significant impact on the organization's growth plan and program expansion
- Conducting research on fundraising opportunities
- Writing funding proposals and submitting these to potential donors.
- Preparing quarterly and annual budgets.
- Coming up with ingenious ways to raise awareness.
- Implementing a variety of marketing strategies, promotional campaigns and engagement activities at external premises which would generate goodwill and income for the organization
- Organizing and attending non-profit events and networking with relevant stakeholders.
- Establishing good relationships with staff, members of the public, and the media.

**Planning and organizing:**

Prioritizing and executing work of self, as per timelines which may be dependent on internal / external factors is critical to the role.

Since the role involves dealing with work of multiple stakeholders simultaneously, with different activities and with different or at times same due dates, hence a very systematic and organized work flow system needs to be created and maintained, so that all the information is stored, and available easily. This is necessary to ensure that there are no lapses in delivering on the commitments internally and externally.

**Innovation and initiative:**

This role has to maintain continuous interaction with multiple stakeholders both internal and external. At times, getting certain type of work done may get challenging, in such a situation, the individual is expected to take initiative and find innovative ways if needed to ensure that the work is completed as per plans.

It is also possible that at times a new approach to fundraising may need to be tested or executed, and the person in this role would be expected to contribute ideas or take initiative to lead projects and implement the ideas.

**Working with people:**

This role requires constant communication and interface with multiple stakeholders within and outside VAANI. The level at which engagements would happen for the person in this role, would include people in the roles (Executive Director, Finance Head, Program Head, Program Team, etc. The same should be undertaken in an effective, ethical and professional manner

**Other essential requirements**

All jobholders at VAANI DCF are expected to display the following behaviors; hence these are not specified in job profiles

- Courtesy, tact and sensitivity in interacting with others
- Working cooperatively and collaboratively with colleagues within VAANI
- Commitment to ensure confidentiality
- This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and projects from time to time.

