



## JOB DESCRIPTION

### Inviting applications for the **ROLE** Corporate Outreach & Fund Raising

<b>Reports to</b>	General Manager
<b>Role Objective</b>	To raise funds from the corporates for skill development livelihood projects
<b>Responsibilities</b> <b>In this role, you will be responsible for:</b>	<ul style="list-style-type: none"> <li>▪ Responsible for market research and generate leads of potential donors of corporate CSR by undertaking online research, regularly monitor donor websites, and identify and build contacts with potential corporate donors.</li> <li>▪ Responsible for continuously developing the toolkit for corporate fundraising – Introduction Mail, Presentation – Detailed &amp; Summary, Pitch Decks, Compliance Checklist, Organizational Data and Project Proposals for the corporate donors.</li> <li>▪ Innovation and creativity in methods to raise funds from Corporate Donors.</li> <li>▪ Able to write concept notes, project briefs, proposals, customized presentations etc. and ensure their timely submission to Donors</li> <li>▪ Build and Maintain relationships with existing donors and respond to their requests regularly and keep updating them about the work of the organization so that there is positive image of the Organization with the donor at all times.</li> <li>▪ To lead and manage all other tasks &amp; activities connected to the role as assigned from time to time.</li> </ul>
<b>Desired profile</b>	<ul style="list-style-type: none"> <li>▪ Minimum 7+ years of experience in skill development industry in business development or corporate fund raising</li> <li>▪ Detail orientation</li> <li>▪ Research orientation</li> <li>▪ Sound English - writing and spoken:</li> <li>▪ Ability to network: ability to create presentations:</li> <li>▪ Exceptional MS Office skills</li> </ul>

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