

JOB DESCRIPTION

Fundraising Associate

About the role:

This position is responsible for growing membership to The Giving Table, our community of monthly donors, and managing and increasing the share of wallets among our HNI donors. This position is also responsible for cultivating and building donor relationships by sharing timely utilisation and impact reports. The role is critical to developing a portfolio that will contribute to the organisation's long-term growth strategy.

Responsibilities:

- The Giving Table is a passionate and committed community of monthly donors to the Cuddles Foundation. You'll manage this community and onboard new members through digital and offline campaigns.
- You'll handle donor calls for onboarding and subsequent relationship building.
- You will be responsible for maintaining weekly MIS.
- You'll share all necessary information with our finance team so they may generate accurate donation receipts.
- You'll be responsible for sending the final receipts to donors on a timely basis.
- You'll update and maintain a database of all such receipts.
- You'll liaise with the online payment gateway for any incomplete donations or monthly donation related queries.
- You'll work with organisations like the Give India and other donation aggregators to maximise the visibility on their platforms and the funding received from there.
- You'll support the social media team in getting permission from donors to use their logos/names on our platforms.
- You'll support various fundraising activities such as event organisation support (invitation management, RSVP collation etc.), organising hospital visits for donors

and prospects, and handing over to the relevant team in case of escalations / additional data requirements / senior-level meetings.

Must-Haves:

- A graduate degree in any discipline.
- 1-5 years of relevant experience.
- Proficiency with Excel.
- Attention to detail.
- Excellent written and verbal communication skills.

Skills:

You are great with people.

You will work with donors (individual and corporate) and liaison with internal teams. You will build and develop these productive relationships with maturity and professionalism.

You're a deal-maker.

You're comfortable asking for money and are not afraid to hear no. You possess a keen ability to sell ideas and close deals. You operate with poise, dignity, and reliability.

You understand the value of our supporters.

You make sure our supporters know how much they matter to our mission. You're able to get anyone excited about what we do and make their experience with us unique. You're inviting, discerning, and thoughtful.

Location: Mumbai

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