

JOB DESCRIPTION

CSR Fundraising Associate

About the role:

This role will be responsible for stewarding and building a portfolio of corporate funding relationships for Cuddles Foundation. This role will cultivate these relationships through engagements and sharing timely utilization / impact reports. By offering them a view into their impact and a brand built on hope, this role will passionately build relationships and raise funds.

Responsibilities

- You will be responsible for new mid-sized corporate outreach and building a pipeline and maintaining MIS of same
- You will coordinate with the Dy Head- Fundraising for project proposals and documentation
- You will coordinate with the Dy Head Fundraising on proposal writing and submit applications.
- You will be responsible for maintaining a database of grants applied or reached out.
- You will be responsible for coordinating employee engagement activities of these CSR donors, if any
- You will be responsible for checking CSR donors utilization/ impact reports and sharing them with CSR partners
- You will coordinate with the programs and finance team for the data of each report
- You will coordinate with the finance team for generating CSR receipts, update the finance team with pending donor information.
- You will create a report of impact, activities, and milestones on Donor Partner Assessment portals
- You will be responsible for new corporate outreach

Must-Haves:

- Graduate from top tier institute
- 0-3 years of relevant fund-raising / sales & marketing experience
- Strong verbal and written presentation skills with experience in developing and delivering sales pitches and written proposals
- Proficiency with Microsoft Office / Google sheets

Skills:

You are great with people.

You work very effectively with corporate donors and liaison with internal teams with ease. You 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.

You're an influencer.

You are a champ at influencing people using excellent communication skills and inspiring them to contribute.

You're an entrepreneur.

You're enthusiastic, creative, a self-starter, and have an entrepreneurial attitude towards fundraising.

You're goal-oriented.

You can work under pressure and the ability to meet financial targets with deadlines.

Location: Mumbai

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