

Associate – Grants & Donor Reporting

Organisational Overview

At Cuddles Foundation, our mission is to ensure that every child fighting cancer in India receives the nutritional support they need to survive and recover. We partner with 40+ government and charitable hospitals that treat underprivileged children with cancer.

Our trained Paediatric Oncology Nutritionists work directly in these hospitals – monitoring children, creating diet plans, counselling families, and ensuring children receive the nutrition they need through meals, supplements, and ration support during treatment.

Role Summary

Every donor contribution at Cuddles Foundation directly supports children fighting cancer.

The **Associate – Grants & Donor Reporting** helps ensure that donor funds are carefully tracked, well-documented, and accurately reported.

This role is ideal for someone who is detail-oriented, organised, and comfortable working with numbers and data. You will work closely with the Finance, Program, and Fundraising teams to track funding, maintain records, and prepare donor reports. You will work closely with the Finance, Program, and Fundraising teams to track funding, maintain records, and prepare donor reports.

Key Responsibilities

Donor Fund Tracking

- Maintain records of donor funds and track how they are allocated across programs and hospitals.
- Support the Finance team in monitoring fund utilisation and balances.
- Update internal trackers to ensure funding information is accurate and up to date.

Donor Reporting

- Prepare donor reports by compiling data from the finance and programs teams
- Verify donor tagging of expenses to ensure funds are allocated correctly across programs and hospitals.

- Coordinate with the finance team to resolve discrepancies in donor allocations or utilisation figures.
- Maintain a reporting calendar to ensure reports are submitted on time.
- Coordinate with program teams to gather relevant data, stories, and updates.

Grant Tracking

- Maintain grant trackers covering budgets, timelines, and reporting deadlines.
- Monitor grant progress and flag any delays or utilisation gaps.

Documentation & Compliance

- Maintain organised records of grant agreements and donor documentation.
- Support documentation requirements for audits and financial reviews.

Data & MIS

- Maintain simple dashboards and Excel trackers to monitor donor funds and program utilisation.
- Help generate basic summaries and insights for internal reporting.

Must-Haves:

- Strong attention to detail and ability to work with financial and program data accurately.
- Excellent Excel / spreadsheet skills (comfortable with trackers, formulas, and basic data analysis).
- Good organisational and documentation skills to maintain structured records of grants, donor reports, and agreements.
- Ability to coordinate across teams (Finance, Programs, and Fundraising) to gather information and resolve discrepancies.
- Written communication skills to help compile clear and accurate donor reports.
- Comfort working with numbers and budgets, including tracking utilisation of funds.
- Ability to manage multiple deadlines, especially for donor reporting schedules and grant timelines.

Skills:

- Prior experience in grant management, reporting, or nonprofit finance.

- Familiarity with reporting formats
- Experience working with MIS dashboards or data visualisation tools (Excel dashboards, Google Sheets, etc.).
- Understanding of nonprofit compliance requirements such as CSR reporting, grant utilisation tracking, or audits.
- Experience working with CRM or donor management systems.

Educational Background:

- Bachelor's degree in Finance, Commerce, Economics, Business Administration, or Social Sector Management.
- 1–3 years of relevant experience in finance coordination, grants management, reporting, or nonprofit operations.

Location: Mumbai

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