

JOB DESCRIPTION

Lead Grants & Donor Reporting Manager

About the role:

At Cuddles Foundation, our mission is to bring holistic nutritional support to every child fighting cancer in India. We work through partnerships with 40+ government and charitable hospitals across India that treat underprivileged children for cancer. Our Nutritionists, explicitly trained for Paediatric Cancer Nutrition, are placed in these government hospitals. They monitor the child's progress, create diet plans and nutritional charts, counsel their parents and educate them in home-based nutrition. We provide children undergoing treatment with food, hot meals, nutritional supplements, and ration baskets as per their requirements so that the kids have the strength to fight cancer.

Job summary:

At Cuddles Foundation, every donor contribution directly supports children fighting cancer. The Lead – Grants & Donor Reporting plays a vital role in ensuring that this support is managed with transparency, accountability, and impact.

This role sits at the intersection of finance, programs, and fundraising. You will ensure that donor funds are accurately tracked, thoughtfully allocated to programs, and reported back to funders through clear financial updates.

Working closely with both the Finance and Program teams, you will help translate funding commitments into real on-ground impact – ensuring that grants are well managed across their full lifecycle, from fund tracking and utilisation to reporting and compliance.

Key Responsibilities

1. Donor Fund Tracking & Program Allocation

- Work closely with the Finance team to ensure all donor funds are accurately tagged and tracked in financial systems (Tally).
- Map donor funding to approved budgets, programs, and hospital-level interventions.

- Monitor donor-wise fund utilisation and balances to ensure financial clarity and accountability.
- Partner with Program teams to align funding with priority program needs on the ground.
- Flag utilisation gaps, funding shortages, or reallocation needs early to relevant teams.

2. Donor Reporting – Financial & Program Impact

- Coordinate and prepare comprehensive donor reports that combine financial utilisation with program impact.
- Maintain a donor reporting calendar to ensure reports are submitted on time and in line with donor requirements.
- Work with Program teams to gather impact stories, case studies, and outcome data.
- Ensure all reports meet internal quality standards and donor expectations before submission.

3. Grant Management

- Maintain a central grant tracker covering approvals, budgets, disbursements, reporting deadlines, and renewals.
- Track grant commitments and ensure program deliverables remain aligned with donor agreements.
- Work with Program teams to validate on-ground progress against grant milestones.
- Flag potential delays, utilisation gaps, or compliance risks in a timely manner.
- Support visibility into future grant opportunities that strengthen program delivery.

4. Compliance & Documentation

- Maintain organised records of grant agreements, donor documentation, and compliance requirements.
- Coordinate with the Finance team to ensure audit readiness and financial documentation.
- Support program teams during audits by demonstrating program delivery against donor commitments.
- Ensure documentation systems are consistent, accessible, and aligned with donor requirements.

5. MIS & Data Systems

- Develop and maintain MIS dashboards for donor funds, grant tracking, and program utilisation.
- Create tools that help teams monitor resources and make data-informed decisions.
- Strengthen systems that connect financial data with program outcomes, enabling integrated reporting.
- Generate insights that support program planning, donor communication, and organisational learning.

Must-Haves

- Experience working with financial systems such as Tally (or similar platforms).
- Strong proficiency in Excel or Google Sheets, including trackers and dashboards.
- Experience managing multiple donor reporting deadlines.
- Ability to work across finance and program teams, translating financial data into program insights.
- Strong ownership and ability to manage responsibilities independently.
- Comfort working in a fast-paced, mission-driven environment.

Key Skills

- Financial Tracking & Data Accuracy – strong attention to detail in fund utilisation and reconciliation.
- Grant Management – familiarity with the full grant lifecycle, from approvals to reporting and compliance.
- Program-Finance Integration – ability to connect financial data with program outcomes.
- Data Storytelling – translating numbers and program data into clear, compelling donor reports.
- Systems Thinking – building organised trackers and processes that support multiple teams.
- Project Management – managing multiple timelines and reporting requirements simultaneously.
- Collaboration – working closely with Finance, Programs, and Fundraising teams.

Location: Mumbai

This is a full-time role based in Mumbai.

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