

## Job Description

<b>Position Name</b>	<b>Senior Manager – Resource Development</b>
Reports to	Director - Resource Development (RD)
Location	Mumbai Office

### About Habitat for Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability, and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit [www.habitatindia.org](http://www.habitatindia.org)

### Position Purpose:

The purpose of this job is to mobilize funds through partnerships with Corporates / HNIs through self and team members. This includes new donor acquisition, retention of existing donors / HNIs and managing the end-to-end donor life cycle.

### KEY RESPONSIBILITIES

- **Build and Maintain a Strong Donor Base:** Identify and engage new Corporate and HNI donors to expand the organization's funding base. Foster relationships with existing donors through personalized engagement strategies to ensure continued support. Develop and maintain a balanced portfolio of new and existing partnerships that align with organizational goals.
- **Achieve Annual Fundraising Targets:** Work collaboratively to set ambitious fundraising targets and develop actionable plans to meet them. Lead initiatives to establish and grow partnerships with Corporates through sponsorships, donations, and corporate social responsibility (CSR) activities. Organize and oversee corporate volunteering programs that strengthen relationships and increase donor commitment. Achievement of annual targets through Corporate partnership, organizing corporate volunteering programs, building rapport with HNI's
- **Develop and Present Donor Proposals:** Collaborate with cross-functional teams, including Programs, Finance, and others, to develop compelling proposals that meet donor expectations. Ensure that all proposals align with internal and external guidelines, maintaining the integrity and compliance of the funding processes. Ensure Donor Satisfaction: Provide regular updates to donors on project progress and outcomes, addressing their needs and concerns promptly. Develop and distribute monthly newsletters to keep donors informed and engaged with the organization's activities and achievements.
- **Represent the Organization at CSR Events:** Actively represent the organization at CSR events to raise awareness, network, and build new relationships. Forge new relationships with potential donors and stakeholders to enhance the organization's visibility and credibility. Support and participate in organizational events, contributing to cross-functional team efforts.
- **Facilitate Inter-Departmental Coordination:** Promote effective communication and collaboration across departments to ensure the smooth execution of fundraising activities. Provide necessary support to various departments to enhance overall organizational performance.

## KNOWLEDGE, EXPERIENCE & SKILLS

- Graduation with Master in Business Administration
- Master's in Social Work is preferable

## TECHNICAL SKILLS

- Strong Business Management and negotiation skills.
- Excellent in Planning & Analytical with Strong Interpersonal, Communication Skills, Donor Relation Skills

## BEHAVIOURAL SKILLS

- Positive attitude, strong interpersonal skills
- Proactive approach

## OVERALL WORK EXPERIENCE:

- Minimum of 10-12 years of work experience with experience of managing and leading a team
- Proven experience in Corporate Fundraising.
- Sound domain knowledge on the CSR Guidelines, FCRA and other such guidelines/requirements

## KEY INTERACTIONS

- **Internal:** Sr. Director / Director - Resource Development, Sr. Director / Director - Programs, Sr. Director / Director - Finance, Communications. RD Team, Volunteer Programs Team, Programs Team, Regional Finance Team, & Area Office (RD, Operations & Others)
- **External:** Donors, Home partner communities, Third Party (Agencies) - CSR Consulting Firms, CSR Auditors

## ACTIVE SUPPORT OF HFHI VALUES:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission."

## **SAFEGUARDING**

HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

**CANDIDATE PREFERENCE:** Experience in NGO

**LOCATION:** Andheri (Marol)

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Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line "APP: Senior Manager – Resource Development \_ Last Name, First Name".