

Job Description

Position Name : Associate Director – Resource Development
Reports to : Director / Sr. Director
Location : Mumbai/ Delhi/ Bangalore/ Chennai/ Pune/Hyderabad

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over tens of thousands of families in India build or improve a place they can call home.

Through its housing, WASH (Water, Sanitation, and Hygiene) and housing disaster resilience and response programmes, Habitat for Humanity India has positively impacted the lives of over 7.8 million people across the country. 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.

Position Purpose:

To drive resource mobilization to meet targets through strategic corporate partnerships and high net-worth individual (HNI) engagement. Provide visionary leadership and operational support to the Corporate Fundraising team, ensuring donor retention and organizational growth.

Key Responsibilities:

(1) Planning, Organising & Coordination:

Strategize goal planning and annual target setting. Conduct market mapping and build a robust prospect base, tracking a mix of new and existing partnerships.

(2) Drive Results and Success:

Achieve annual fundraising targets through a mix of corporate partnerships, high-net-worth individuals (HNIs), volunteering programs, and other fundraising avenues.

Customize donor proposals and ensure cost recovery to maximize the impact of each partnership. Develop and execute strategies to secure multi-year commitments from key donors to provide stable funding for the organization's programs. Identify and pursue new funding opportunities that align with the organization's mission and priorities.

(3) Donor Prospecting:

Network and forge new relationships by participating in and representing Habitat at corporate social responsibility (CSR) events, industry conferences, and other relevant forums.

Conduct thorough market mapping to identify potential new donors, including corporations, foundations, and HNIs, who align with the organization's mission and funding needs. Build a robust prospect base by researching and qualifying potential donors based on their giving capacity, interests, and alignment with the organization's priorities. Develop and implement strategies to engage and cultivate relationships with new prospects, such as through personalized outreach, site visits, and involvement in the organization's programs.

(4) Employee Empowerment, Growth & development:

Lead by example in donor management and internal/external coordination. Mentor and guide team members for individual growth, conduct performance reviews, and encourage team members through positive reinforcement.

(5) Relationship Fundraising:

Ensure donor satisfaction with regular project updates and develop strategies for donor retention and upgrades. Share organizational updates through monthly newsletters. Maintain end-to-end donor relations from onboarding to project closure, ensuring a seamless and positive experience for each donor. Develop and implement strategies for donor retention and upgrades, such as through regular communication, personalized stewardship, and opportunities for deeper engagement.

(6) Strategic Contribution:

Contribute to the country strategic plan and provide organizational updates to the Board, AMT, and Area Office. Support Senior Director and Senior Leadership Team with strategic initiatives and organizational campaigns/events. Support and participate in organizational events and cross-functional team activities.

Organize meetings to resolve operational issues related to program quality, compliance, and delivery for timely project completion and reporting.

Safeguarding: Collaborate with the safeguarding focal point and other relevant stakeholders to investigate and respond to any safeguarding concerns or incidents. Ensure compliance with the organization's safeguarding policies and procedures

Education & Other Qualifications:

- 10-12 years of work experience in similar area of work.
- Proven track record of handling a financial portfolio of INR.8 Cr and above in one fiscal year, knowledge of the Corporate Fundraising and develops budgets, policies and procedures to support the department and the on-going changes implemented by the government in the country office.
- Proven Track record of managing and building relations with corporate leaders and High Networth Individuals, managing and leading a team of over direct Reportee's and indirect reportee's. Sound knowledge on the CSR Guidelines will be an added advantage.
- Strong analytical and organizational skills.
- Capacity to work under pressure, prioritize tasks, and meet deadlines.
- Strong attention to detail and accuracy.

Technical/Behavioural Skills:

- Strong Business Management and negotiation skills. MS Office and good presentation skills, excellent at donor research. Demonstrated ability to perform under pressure. Excellent communication skills (both written and oral).
- Excellent in Planning & Analytical with Strong Interpersonal, Communication Skills, Donor Relation Skills.

Habitat For Humanity India: 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:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line ***"APP: Associate Director – Resource Development"***.