

JOB DESCRIPTION

Fundraising Associate

About the role:

The role involves partnering with Patient Support Coordinators for donor outreach and pipeline management, organizing employee engagement for CSR donors, creating detailed CSR donor reports, facilitating donor receipt generation and distribution, and leading the Tata Mumbai Marathon, ensuring seamless event execution and fundraising success.

Responsibilities

- You will work closely with Patient Support Coordinators across hospitals for new donor outreach, building a pipeline of donors and maintaining MIS of the same
- You will be responsible for coordinating employee engagement activities of CSR donors across all hospitals
- You will be responsible for CSR donor reporting- creating a report for utilization/ impact, activities, and milestones achieved on donor assessment portals
- You will coordinate with the programs and finance team for the data of each report
- You will coordinate with the finance team to generate receipts and share the same with donors
- You will be the lead for Tata Mumbai Marathon, India's premier philanthropic sporting event. In this role, you will collaborate closely with the fundraising team members and be responsible for the seamless execution of all event-related processes from start to finish (including fundraising for the same)

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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