

JOB DESCRIPTION

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| Position Title | Head - Corporate & Institutional Fundraising |
| Department/ Function | Resource Mobilisation & Development |
| Band | Senior Manager |
| Location | Delhi / Mumbai |
| Direct Reporting to | Director Fundraising (Currently to the CEO) |
| Repatees | - |

About: The Miracle Foundation India

Miracle Foundation India works with a vision of a family for every child in our lifetime. The organisation has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC), helping to reintegrate children with families, and working at the local level to prevent child separation from family.

In order to achieve this, Miracle Foundation India focuses on the following three program objectives:

1. **Prevention & Gatekeeping** –children stay in families through effective gatekeeping by the social workforce
2. **Transition** – transition children from institutions to families /F-BAC options though support to Government
3. **Youth Enablement** – enable youth and care leavers to live a meaningful and productive life

The inherent approach of Miracle India's work has been about capacity building, strengthening the existing systems to support the Government and civil society organisations in strengthening FS and F-BAC in keeping with the vision of the Juvenile Justice (Care & Protection) of Children Act 2015.

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is associated with Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit.

Organization Chart



Key Purpose of the Role

- The position is primarily responsible for leading fundraising from both private and public sector companies and Institutions/Foundations nationally & internationally, to achieve MFI's fundraising targets.
- The position is also responsible for ensuring effective key account management of existing corporate & Institutional donors, developing avenues for prospecting new clients, reviewing and finalizing donor reports, and supporting and coordinating proposal development.

Key Roles & Responsibilities

Strategy for Corporate & Institutional Fundraising

- Determine the annual fundraising target from corporates and Institutions/Foundations in consultation with the Director - Fundraising
- Develop the annual strategy for ensuring sustainable processes and plans for corporate and Institutional fundraising in consultation with the Director- Fundraising
- Operationalize and implement the strategy to meet the fundraising targets

Donor Prospecting & Acquisition

- Conducting client analysis and opportunities to identify Corporates/Foundations that are aligned to MFI Strategy.
- Develop impactful project proposals/documents/concept notes /presentations for CSR projects for Corporates/Foundations
- Lead the process of developing long-term strategic partnerships with corporates and Institutions/Foundations to fund MFI's projects and programmes
- Meet the senior management teams of potential corporate organizations to explain the Miracle Foundation's focus areas and showcase the work currently being done
- Discuss and explain various avenues, ideas and opportunities to explore mutual areas of interests with potential corporates and Institutions/Foundations
- Provide technical solutions to corporates and Institutions/Foundations, acting as an advisor to support their child protection initiatives and build consulting partnerships
- Ensure that organisation and the donor objectives are met to maximise income and program impact opportunities from each relationship
- Represent MFI in different corporate forums and events, CSR seminars and conferences to network and with prospective corporates and Institutions/Foundations and improve the visibility of the organization
- Support the Zonal Managers in the Programme Implementation team in the donor prospecting and acquisition process in the particular zone
- Review the prospect trackers, monthly proposal trackers, and weekly meeting calendars
- Regularly schedule and participate in external donor meetings / telecons on funding opportunities

Development of Products and Materials

- Develop products & materials for corporate & Institutions/Foundations fundraising/
- Prepare the pitch presentations, case studies, and audios/videos for showcasing existing interventions

Proposal Development

- Guide the Technical Writer in the creation of proposals and concept notes as per donor requirements
- Provide strategic inputs to the Technical Writer for the proposal and provide troubleshooting support in case of problems/delays
- Assist the Director – Fundraising in the final review of the proposal to be sent to the donor and provide necessary feedback

Partnership Agreements

- Review the grant agreements/contract with the corporate/ Institutions/Foundations partners to ensure they meet donor requirements, while ensuring compliance to the Miracle Foundation's procedures, system and ethical guidelines issues
- Ensure effective grant contract management for corporate/Institutions/Foundations partners in terms of seeking extensions or tracking under-spends

Donor Management, Servicing & Retention

- Develop, implement and embed procedures and systems to ensure a cohesive and planned approach to our fundraising activities.
- Undertake monitoring and evaluation of fundraising activities and achievements related to agreed targets and cost/income ratio.
- Analyse, implement and monitor new growth potentials by introducing new fundraising channels, up scaling existing activities and introducing innovative activities for fundraising.
- Investigate and implement successful fundraising methods from other operation.
- Manage ongoing relationship by ensuring timely resolution of queries raised by corporate/ Institutions/Foundations donors
- Schedule regular meetings with existing donors to provide them programme updates and current programme status
- Responsible for timely submission of donor reports to all the corporate / Institutions/Foundationsdonors
- Responsible for timely, accurate and effective donor servicing in terms of the standard processes, such timely dispatch of tax certificates, sharing the annual reports, etc.
- Initiate and encourage project visits for existing and prospective donors and accompany key donors on field visits, as and when required

- Support capacity building of internal functions and partners in understanding donor and contractual requirements, and coordinating between them for fulfilling relevant compliances

Miscellaneous

- Explore and organize volunteering /employee engagement activities from the corporates.
- Provide regular corporate updates in various forums including newsletters, website, annual reports, industry journals etc.
- Keep up to date with fundraising and other appropriate industry journals, as well as other information affecting fundraising from corporates

Education & Experience Required

| Education | Experience |
|--|--|
| <ul style="list-style-type: none"> ○ Post-graduate degree in business management, MSW or related field, from a reputed university/institute | <ul style="list-style-type: none"> ○ 10-15 years of relevant work experience in similar organisational/functional context |

Preferred Skills

- Planning, prioritizing and organizing skills
- Donor interface and regular meetings – excellent prospecting & relationship building skills
- High level skills in capacity building, around corporate & Institutional/Foundation's fund raising and management of accountabilities and compliance in relation to donor funding
- Ability to build networks and strategic alliances and maintain relationships with donors and internal partners with tact and sensitivity
- Strong negotiating and persuasion skills, and experience of competing for and securing new business
- Excellent interpersonal, spoken & written communication skills
- Must have raised and managed at least 1 grant of 1cr or more. Total portfolio of 10 Cr+.