

## JOB DESCRIPTION

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|-----------------------------|--------------------------------------------|
| <b>Position Title</b>       | Sr. Manager /Manager Resource Mobilization |
| <b>Department/ Function</b> | Resource Mobilization                      |
| <b>Location</b>             | Delhi                                      |
| <b>Travel</b>               | Upto 20%                                   |
| <b>Direct Reporting to</b>  | Sr. Director Resource Mobilization         |

### About: Miracle Foundation India

Miracle Foundation India is committed to ensuring that every child grows up in a safe, stable and loving family. We work across ten states, together with government systems, the social workforce and community organizations to prevent unnecessary separation, strengthen vulnerable families and promote Family-Based Alternative Care for children who cannot remain with their biological families.

Our mission is rooted in a simple belief: children thrive when families are supported. Our approach focuses on building the capacity of the social workforce, strengthening public systems and ensuring that responses to children and families are timely, coordinated and grounded in real needs. We remain committed to collaboration, learning and partnership so that every child has the opportunity to grow up in a family.

### Key Purpose of the Role

- This role is primarily responsible for fundraising from private and public sector companies, individuals, and institutions/foundations both nationally and internationally, with the objective of achieving Miracle Foundation India's fundraising targets.
- Additionally, the role is accountable for effective key account management of existing corporate and institutional donors, identifying and developing new fundraising prospects, supporting proposal development in coordination with the reporting manager, and reviewing and finalizing donor reports as required.

### Key Roles & Responsibilities

#### Strategy for Corporate & Institutional Fundraising

- Achieve and work towards the fulfilment of annual fundraising targets from corporates and Institutions/Foundations in consultation with the Sr. Director - Fundraising
- Develop the annual strategy for ensuring sustainable pipeline of corporate and institutional grants by ensuring regular meetings with the decision makers every month (Minimum 4-5)
- Operationalize and implement the fundraising goals and strategy to meet the fundraising targets largely by acquiring new corporate and institutional supporters for Miracle Foundation.

#### Donor Prospecting & Acquisition

- Conducting analysis and opportunities to identify Corporates/Foundations that are aligned to Miracle Foundation India's Strategy.
- Develop impactful project proposals/documents/concept notes /presentations for CSR projects for Corporates/Foundations/Institutions.
- Lead the process of developing long-term strategic partnerships with corporates and Institutions/Foundations to fund Miracle Foundation India projects and programmes.
- 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.
- 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 .

#### Development of Products and Materials

- Develop products & materials for corporate & Institutions/Foundations fundraising in consultation with your reporting manager.
- Prepare and give inputs towards the preparation of 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.
- Candidate should be necessarily well aware of proposal and grant management process such as Concept Note building, Log Frame Templates, Base Line and End Line Surveys, Evaluating the M&E reports and providing inputs to them etc.

### **Partnership Agreements/MOU**

- Review the grant agreements/contract with the corporate/ Institutions/Foundations partners to ensure they meet their requirements, while ensuring compliance to the Miracle Foundation's procedures, systems and ethical guidelines.
- 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.
- 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/Foundations donors.
- Initiate and encourage project visits for existing and prospective donors and accompany key donor 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 corporations.
- Provide regular corporate updates in various forums including newsletters, websites, 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.
- Highly networked individual who has ongoing relationships built over the last few years within the sector and can network easily with the prospects for new donor scoping.
- Must be flexible with timings as the candidate is expected to have regular calls with our US office from time to time.

## **Qualifications, Competencies & Experience**

### **Education & Experience:**

- Experience in high-growth or multi-location organizations will be an added advantage.
- Post-graduate degree in business management, MSW or related field, from a reputed university/institute
- 10+ years of relevant work experience in similar organizational/functional context.

### **Skills & Competencies**

- Must have single handedly acquired a new relationship and managed a grant size of 1Cr+ or above every year. We expect the person to build a strong portfolio and pipeline that will lead to conversions to fulfil the annual corporate and institutional fundraising targets for Miracle Foundation.
- Must have managed a reasonable portfolio of minimum 20 corporate or institutional partners in the last 3-5 years while engaging with them from time to time.

- Excellent prospecting & relationship building skills- Donor interface and regular meetings.
- High level skills in capacity building, around corporate & Institutional/Foundation's fundraising and management of accountabilities and compliance in relation to donor funding.
- Must have a very good knowhow of compliance, social audits and CSR rules and new amendments made towards the CSR laws in India within the last 5 years.
- Proven 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.

### Child Safeguarding Policy

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation India must sign and comply with the Miracle Foundation's India Child Safeguarding Policy which is a statement of Miracle Foundation's India commitment to preventing abuse and protecting children with whom it comes into contact.

This extends not only to children with whom Miracle Foundation India and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation India believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Miracle Foundation's India Code of Conduct sets out the standards to which all staff members must adhere.

### PSEAH (Policy on Prevention of Sexual Exploitation, Abuse and Harassment)

Any individual associated with Miracle Foundation India, including employees, consultants, interns, volunteers, contractors, and suppliers engaged in activities on behalf of the organization, is required to sign and adhere to the Prevention of Sexual Exploitation, Abuse, and Harassment Policy (PSEAH). This policy mirrors Miracle Foundation India's unwavering commitment to preventing any form of exploitation, abuse, or harassment and ensuring the safety and well-being of all individuals with whom the organization interacts.

This commitment extends beyond direct beneficiaries to encompass anyone for whom Miracle Foundation India and its partners assume responsibility. Upholding the belief that the circumstances of individuals, especially vulnerable populations such as children, must be enhanced through the promotion of their rights, Miracle Foundation India mandates compliance with the Prevention of Sexual Exploitation, Abuse, and Harassment Policy as an integral component of its overarching Code of Conduct. The Code of Conduct establishes the ethical standards and behavioural expectations to which every staff member must strictly adhere, thereby fostering a secure and respectful environment for all.

### Additional Information

**Ethics & Integrity:** Ethics and integrity are core to our organizational culture and are embedded in our daily operations, decision-making, and annual performance evaluations.

**Background Verification:** Please note that background and reference checks are standard procedures in our hiring process.

**Data Privacy:** By submitting your application and resume, you acknowledge and consent to the collection and processing of your personal data solely for recruitment purposes, in accordance with the provisions of the Digital Personal Data Protection Act, 2023

**Diversity & Inclusion:** We are an equal opportunity employer and are committed to building a diverse and inclusive workplace. Individuals of all genders, backgrounds, abilities, and identities are encouraged to apply.

### Application Process

Interested candidates can submit their resume and a brief cover letter outlining motivation and suitability for the role to [hr@miraclefoundation.org](mailto:hr@miraclefoundation.org) & [priya@miraclefoundation.org](mailto:priya@miraclefoundation.org)

For more information about our work and impact, please visit our website <https://miraclefoundationindia.in/>