



## RCDC JOB PROFILE

<b>Job Title</b>	:	Fundraising Manager
<b>Location</b>	:	Bhubaneswar
<b>Reporting to</b>	:	Senior Programme Manager
<b>Email for receiving applications</b>	:	<a href="mailto:recruitment.rcdc@gmail.com">recruitment.rcdc@gmail.com</a>
<b>Last Date</b>	:	20 <sup>th</sup> April 2025
<b>Salary</b>	:	Around Rs.50,000 (Including welfare fund)

### **Job Summary:**

We are looking for a dynamic and results-driven Fundraising Manager to strengthen our organization's fundraising initiatives. The ideal candidate will have expertise in fundraising strategies, donor engagement, and grant writing. The consultant will work closely with senior leadership and key stakeholders to design and execute a comprehensive fundraising plan that supports the financial sustainability of the organization.

### **Key Responsibilities:**

- Develop and execute fundraising strategies that align with the organization's mission and goals.
- Mobilize resources from diverse sources including funding agencies, corporate partners, and the public.
- Enhance the organization's visibility by showcasing its work, achievements, and best practices across various platforms (both physical and online).
- Identify potential donors, including individuals, foundations, and corporations.
- Research, write, and submit grant proposals to foundations, government agencies, and other funding sources.
- Develop and implement strategies for engaging and retaining donors, including managing existing relationships. Create and execute donor stewardship plans to ensure timely communication and recognition.
- Attend networking events, conferences, and meetings to build and maintain relationships with potential donors, stakeholders, and partners.
- Provide guidance and training to internal staff on fundraising best practices, donor engagement, and the development of fundraising materials.
- Prepare case-studies and impactful presentation to attract new donors.

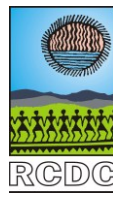
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### **Required Skills & Qualifications:**

- Postgraduate degree in a relevant discipline from a recognised institution.
- Proven experience in fundraising, non-profit development, or a related field.
- A strong track record of successful fundraising campaigns, grant writing, and donor relationship management.
- Excellent written and verbal communication skills.
- Ability to work independently and manage stressful situations.
- Having good spoken and writing skills

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