



Job Description

Fundraising Associate

Department

Programs and Social impact

Myna Mahila Foundation started in 2015 with the mission to provide voice to women all over the world in marginalized communities, helping them speak like the chatty Myna bird. Myna generates local employment for women, who produce and distribute high quality, affordable menstrual hygiene products to increase adoption of safer menstrual hygiene management practices. We are creating a cultural revolution by promoting awareness on women's health and hygiene, through mobile app, digital educational sessions, doctor consultations and by providing safe, affordable menstrual products. Please find more information [here](#).

Reporting to: Fundraising Manager

Job Summary:

Key responsibilities

- Creating database of donor leads and prospecting donors
- Maintaining relationships with recurring donors to meet fundraising goals. Includes mapping, screening and research of new fundraising prospects through online and offline networking
- Operationalizing donor engagement strategy to drive measurable achievements of fundraising strategy and administer strategy updates for dynamic project needs.
- Developing proposals and supporting compliances for due diligence for donor onboarding.
- Tracking and reporting goal achievement for senior management

Other responsibilities

- Leading donor interactions and identifying funding opportunities. Based on creating and ensuring implementation of work plans inclusive of designing and writing materials for communications with different prospective donors and channels.
- Assisting with the proposal development, this involves creating budget plans, presentations and coordinating with project leaders.
- Assisting mobilization of non-financial resources from private sector entities, individuals and corporate agencies.
- Ensuring fundraising content is updated on the website and social media.
- Monitoring, evaluating and reporting on effectiveness of individual fundraising initiatives and campaigns.
- Maintaining database segmentation and management



- Maintaining professional and technical knowledge by attending educational workshops and reviewing research publications.

Critical competencies

- Effective verbal and written communication.
- Empathetic, enthusiastic, self-motivated, willing to be challenged and take personal responsibility.
- Ability to work successfully across the organisation and having flexible thinking.
- Having a high level of sense of responsibility.
- Strong command over Microsoft office, GSuite.
- Willing to travel among other offices and site locations.
- Initiative and attentive to details
- good analytical skills in developing and implementing resource mobilisation strategies

Qualification

- 1+ years in Marketing, Fundraising or relevant sector
- Development sector professional preferred
- Minimum Bachelors' degree, MBA or Masters degrees preferred

Location: Chembur, Mumbai

To apply, please email your CV to work@mynafoundation.com