

JOB DESCRIPTION

Position: Manager - Resource Mobilisation
Job Location: Dehradun
Reporting to: Chief Operations Officer
Experience: 1-3 years prior full-time experience in fundraising, campaigning, grant-writing, project ideation, and institutional partnership development.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 24,000 p/m CTC. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Only shortlisted candidates will be contacted for an assignment and 2 rounds of interviews.

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies. We are currently recruiting for a new position, Manager - Resource Mobilisation, who will build and lead the strategic fundraising goals, campaigns, and institutional partnerships for Waste Warriors Society that will support our SWM efforts in line with the UN's Sustainable Development Goals.

Duties & Responsibilities of the Finance Manager

1. Build new fundraising strategies that will target audiences across India and the world, and incorporate diverse types of financial and human resources to support our SWM efforts at our project locations.
2. Guide and collaborate with WWS departments, like Communications and Growth, to implement far-reaching fundraising campaigns.
3. Work with WWS COO and dept managers to develop relationships with foundations and other potential funders/donors whose interests are aligned with the impact we want to see.
4. Develop funder briefings and packets, and maintain communications with funder organizations.
5. Provide direction for the planning, implementation, and M&E of each fundraising campaign.
6. Manage a fundraising calendar and donor/grant contracts for our project work, and ensure timely renewals, applications, and reports.
7. Participate in team/committee/board meetings and lead/present agendas as needed.



A Successful Candidate Will Possess:

- 1-3 years experience in nonprofit fundraising, campaigning, and grant-writing, with preference for environmental experience.
- A passion for working on environmental issues, and supporting locally led solutions that are in line with our vision of a cleaner India.
- Demonstrable understanding of and interest in funding trends and strategy.
- Strong communication skills with fluency in at least English and Hindi.
- Proficiency in Google's G-Suite apps (Google Spreadsheets, Docs, Drive etc), MS Office (Excel, Word, Powerpoint) and intermediate IT skills. Knowledge of content management or CRM software systems would be a plus.
- A basic knowledge of waste management and be eager to learn more. (Preferred)

Key Skills & Attributes:

- Strong writing skills for diverse audiences, including both progressive and mainstream funder and investor audiences.
- Excellent interpersonal and relationship building skills.
- Excellent organizational skills and attention to details and accuracy. Ability to manage multiple work tasks, and meet the pressure of deadlines.
- Quick learner and quick thinker.
- Strong critical thinking and problem-solving skills.
- Capacity to develop and implement a robust strategic vision for this new position and ability to communicate that effectively to all members of the organization.
- Strong written, presentation, and listening skills.
- Flexibility and positive attitude, solution oriented, and ability to move forward through challenges.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org