

## POSITION DESCRIPTION

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<b>Position Title:</b>	Development Manager
<b>Cell:</b>	Development
<b>Location:</b>	New Delhi
<b>Employment Status:</b>	Permanent/Contractual
<b>Reporting to:</b>	Executive Director

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### Fund raising

- To assist the Development Director in Creating, planning, implementation, management and oversight of all aspects related to fundraising for the organization.
- Identifying donor opportunities, develop donor database, respond to donor tenders and call for proposals, develop grant proposals, write appeals, represent the organization at donor meetings and undertake follow-up of potential funding opportunities.
- Explore and develop strategies for long-term sustainability of the organization and its interventions
- Develop business plans in consultation with other staff for possible generation of long-term incomes for the organization.
- Undertake online research and build contacts with potential individual donors and raise funds for the activities of the organization.
- Improve and develop communications material for the organization such as brochure, website, annual report, DVD, poster etc.
- Liaison with private agencies, the government and other organizations to explore potential collaborations for raising funds for the organization.

### REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

#### ***Core competencies***

- Commitment to Katha's vision and values;
- Demonstrated high level interpersonal skills including ability to build relationships internally and externally;
- Ability to identify problems and seek solutions;
- Effective under pressure, results oriented and proactive.

#### ***Functional/Technical Competencies***

- Risk mitigation plan
- Budget forecasting and monitoring experience;
- Excellent and demonstrable proposal, concept, presentation writing

#### ***Qualifications & Experiences***

- Tertiary qualifications in relevant business related discipline;
- Minimum of five years experience in a fundraising environment;