

Announcement for the post of Fund raising and Partnerships Manager at MVDA

About the organization

Mount Valley Development Association (MVDA) is a voluntary Organization based in Tehri district of Uttarakhand in India. MVDA was started in 1995 with a vision to eradicate poverty through development of sustainable livelihoods, promote good governance through social harmony, minimize social discrimination and develop entrepreneurship to minimize migration of youths from the rural mountain villages.

For the last 21 years, MVDA has also been sharing its experiences with larger communities and advocating the issues responsible for degenerated Himalayan system successfully. MVDA is working in difficult mountainous terrains and plain areas covering range of concepts and methods drawing on various funding and support.

Presently MVDA is working with nearly 8000 families reaching over 32000 populace and formed 1200 Self Help Groups (SHGs) and 189 other working groups in the difficult mountainous terrain in Tehri, Uttarkashi, Rudraprayag, districts and plain areas in Haridwar, Saharanpur, Hathras & Kapurthala. MVDA's operation covers a span of 197 villages of 7 districts of Uttrakhand, Uttar Pradesh & Punjab. MVDA have also initiated registering 03 Women federations.

Job Title	Funding raising and Partnerships Manager
Place of Work	District Tehri Garhwal, Uttarakhand
Reports to	Secretary
Manages	Leading the project management
Remuneration	Rs. 22,000 -25,000 PM

Job Description

The Fund raising and Partnerships Manager will not only be responsible for raising the funds necessary for operating organization's projects but will also be responsible for raising awareness about the organization and its work. The important responsibility of Fund raising and Partnerships Manager is to develop good relationship with MVDA's partners and to reach and establish contacts with new potential partners. The Fund raising and Partnerships Manager is an exciting opportunity to use his and her initiative and creativity to help the organization to develop and improve its strategies, maintain a culture and practice of transparency, uphold credibility, reliability and accountability towards the partners and community.

Role and Responsibility

Fundraising

- Develop and deliver a comprehensive and coherent fundraising strategy for the organization;
- Create a sustainable and diverse fundraising portfolio, with funding streams including individuals, major gifts, corporate, community, events, trusts/foundations and other grant-makers, with appropriate priorities;
- Carry out prospect research and develop a comprehensive fundraising database that captures all relevant information, as well as handling all administrative aspects of fundraising;
- Producing fundraising plans for each assigned project and write proposals/applications to potential partners and reports to partners during and after the implementation of the projects.

Communications and media

- Create a regular quarterly newsletter to share with supporters, partners and funders;
- Continually seek new and appropriate contacts and partnerships with relevant individuals or organizations;
- Support advocacy work with key in-country partners, government ministries, funders and international agencies.

Strategic and governance

- Play a crucial role in shaping the future direction and growth of the funding, through input into board meetings and the organizational strategic plan;
- Take ownership of organizational growth and funding, reporting to the Board of Trustees on progress against fundraising targets at quarterly meetings;
- Leading the project management value chain (ranging across developing specific initiatives with different donors, designing success metrics and impact assessment processes, monitoring implementation, conducting analysis and preparing reports to manage relationships with the donor).

Financial oversight and reporting

- Lead communication with key donors and funders with the aim of cultivating, growing and sustaining long-term funding and collaboration;
- To ensure reporting to funders is accurate, transparent and timely;
- Liaise with the Secretary and Program Management Team to ensure the organization's cash flow and financial sustainability through careful budgeting, realistic fundraising targets and coordinating timely access to funds from supporters.

Person specification

- Post Graduate in Social Sciences/Social Work/Rural Development/ Management;
- Should have at least 0-3 years' experience and skills to provide support in planning and managing development projects within the organizational framework;
- Should be innovative especially from the point of view of program development, risk taking and action oriented;
- Have good communication and project proposal writing skills;
- Excellent planning, time management and organizational abilities;
- Demonstrate ability to plan, execute and manage his/her own work, to work under pressure;
- Strong organizational and time management skills with an ability to attend to details;
- Ability to find creative solutions to problems and negotiate with and influence others;
- Highly motivated and able to work independently to agreed goals and targets and take ownership of the overall fundraising program of the organization;
- Willingness to travel to different locations across India, as required.

Skills

- Excellent English verbal and written communication skills;
- Excellent influencing and relationship building skills;
- Strong interpersonal skills with ability to support and motivate professional staff;
- Excellent project management skills;
- Tenacity in seeking results and a high level of representational and negotiation skills;
- Ability to make decisions and take the initiative, as part of managing a complex and varied workload;
- Excellent computer and IT skills;
- Creative, flexible character and a generator of new ideas;
- Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently;

Contact details	Interested candidate can send his and her resume along with cover letter at contact@mvda.org.in and can go through our website www.mvda.org.in for more information about the organization. Contact person: Mr. Avtar Singh Negi (Secretary) Contact number: 09627271962, 09412079206
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MVDA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, economic status, marital status, veteran status, sexual orientation, or any other legally protected status.

