1. POSITION VACANT: Resource Mobilization Executive, Bharat Rural Livelihood Foundation, New Delhi

2. ORGANIZATION BACKGROUND:

Government of India (GOI) has initiated Bharat Rural Livelihoods Foundation (BRLF) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, for transforming livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative and the Foundation is constituted as a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF is to provide financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots.

The General Body and Executive Committee of BRLF are constituted by eminent individuals as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and GOI. For more details, please visit our website: https://www.brlf.in

BRLF is looking for an efficient and self-motivated professional for the position of Resource Mobilization Executive to intensify its resource mobilization efforts.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Under the guidance of the Head-Strategic Partnerships & Resource Mobilization (Head-SP & RM), the Resource Mobilization Executive (RME) shares the responsibility of raising funds following the directions and strategy of BRLF. The RME extends support to Head-SP & RM in cultivating and leveraging stronger donor support base for BRLF across bilateral, multilateral, philanthropic foundations, INGOs and Corporates. S/he will closely work with the program team and lead/assist development and presentation of concept notes/ proposals to potential donors and partners.

Key Roles and Responsibilities:

(A) Resource Mobilization Strategy:
(1) Develop an understanding of BRLF’s programmes and the partners across the organization;
(2) Build on BRLF’s institutional resource mobilization strategy and assist in the implementation and coordination of an institution-wide, comprehensive donor relations and stewardship system that fosters positive and mutually rewarding relations between BRLF and its donors;
(3) Contribute to development of various audio-visual materials and documents that would strengthen resource mobilization efforts;

(B) Donor Cultivation:
(1) Expand the database of potential donors including high net worth individuals in the space of rural livelihoods;
(2) Profiling and mapping of new donor prospects in BRLF geographies;
(3) Extend support to Head-SP & RM in developing concept notes, proposals and budgets which match BRLF’s mandate and align with BRLF and the donor priorities;
(4) Prospecting bilateral, multilateral, philanthropic, public and private sector CSR partnership opportunity into funds and leverage in advancement of program and resource targets;
(5) Provide any other support required in the implementation of RM strategy;

(C) Donor Management:
(1) Organize briefings, meetings, visits and events with current and prospective donors, coordinate programmatic and logistical arrangements, draft reports and set action plans for follow-ups;
(2) Prepare responses to donor queries in consultation with the Head-SP & RM;
(3) Maintain regular communication with donors and the prospects;
(4) Identify key prospects and arrange meetings with the senior team members;

(D) Other Responsibilities:
(1) Represent BRLF at external meetings/events, where appropriate and network with bodies like CII, FICCI and other relevant stakeholders;
(2) Prepare MIS reports related to resource mobilization and the performance against the RM targets;
(3) Handle the RM section of the website and improvise the same for widening RM activities;

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications:
Applicants must have a Master’s degree in Social Sciences or Management or any other relevant field.

Experience:
(1) Minimum three to four years of experience in the rural development sector with demonstrable success in resource mobilization for NGOs or INGOs;
(2) Good understanding of the donor funding landscape and processes, particularly in the rural livelihoods sector;

Essential Skills and Competencies:
(1) Ability to conceptualize and develop concept notes and proposals as per the requirements of the donors;
(2) Ability to work on performance-based targets for fundraising;
(3) Excellent with written and oral communication skills;
(4) Results-oriented and accountable;
(5) Ability to work effectively with multi-disciplinary teams;
(6) Self-motivated and ability to take initiatives;
(7) Command on computer skills, particularly on MS office, highly desirable.

5. COMPENSATION OFFERED:

Gross compensation budgeted for the position is Rs. 6-8 lacs per annum. The actual offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
6. LOCATION: New Delhi

7. APPOINTMENT: This is a full-time position and the initial contract will be offered for a period of three years, which shall be renewable based on performance.

8. REFERENCE: RME-BRLF

9. CONTACT INFORMATION:

Team SAMS
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
Phone Nos.: 011- 2684 2162; 4165 3612
E-mail: rme-brlf@sams.co.in

10. APPLICATION PROCESS:

Eligible candidates interested in the vacancies are requested to urgently email their updated resumes, providing names and contact details of at least two referees, to rme-brlf@sams.co.in, by or before October 31, 2019, along with a cover letter highlighting their motivation to apply and suitability for the position.

BRLF is an equal opportunity organization. Qualified women are encouraged to apply.