

## **JOB DESCRIPTION**

### **RESOURCE MOBILIZATION OFFICER**

**Job Title:** Resource Mobilization Officer

**Location:** New Delhi

**Organization:** Bharat Rural Livelihoods Foundation (BRLF)

**Reporting To:** Head, Strategic Partnerships and Resource Mobilization

**Duration-** Three years from the date of contract

#### **1. ORGANISATION BACKGROUND:**

Bharat Rural Livelihoods Foundation ([www.brlf.in](http://www.brlf.in)) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: [www.brlf.in](http://www.brlf.in)

#### **1. Role Purpose and Strategic Importance**

The Resource Mobilization Officer will play a critical role in strengthening BRLF's financial sustainability and growth by securing diverse funding streams. The position is central to expanding the organization's partnerships across CSR, institutional donors, foundations, and high-net-worth individuals (HNIs).

Given BRLF's mandate to support rural livelihoods at scale, the role requires a strategic and proactive approach to fundraising, aligning resource mobilization efforts with programmatic priorities and long-term organizational goals. The officer will contribute to positioning BRLF as a credible, high-impact partner in the development ecosystem.

#### **2. Key Responsibilities and Deliverables**

##### **A. Fundraising and Donor Acquisition**

- Identify, research, and map potential donors across CSR, domestic and international foundations, multilateral agencies, and HNIs

- Implement BRLF’s resource mobilization strategy.
- Lead the preparation of high-quality concept notes, proposals, and grant applications
- Track and respond to funding opportunities, RFPs, and call for applications

#### **B. Donor Engagement and Relationship Management**

- Build and maintain strong relationships with existing and prospective donors
- Support donor meetings, presentations, and field visits
- Ensure timely reporting and compliance with donor requirements
- Strengthen donor retention through regular engagement and communication

#### **C. Partnerships and Strategic Alliances**

- Identify and cultivate strategic partnerships with corporates, networks, and philanthropic institutions
- Collaborate internally with program teams to co-create fundable program designs
- Represent BRLF in relevant forums, conferences, and donor platforms

#### **D. Knowledge and Systems Development**

- Maintain a robust donor database and pipeline tracking system
- Analyze funding trends and donor priorities to inform strategy
- Develop standardized fundraising materials, pitch decks, and communication collateral

### **3. Required Qualifications, Experience, and Competencies**

#### **Education**

- Master’s degree in Development Studies, Social Work, Management, Public Policy, or a related field

#### **Experience**

- 7-10 years of relevant experience in fundraising, business development, or partnerships within the development sector
- Proven track record of securing grants or managing donor relationships
- Experience working with CSR and institutional donors preferred

#### **Core Competencies**

- Strong proposal writing and communication skills
- Strategic thinking with the ability to align fundraising with programmatic goals
- Relationship-building and stakeholder management skills
- High level of initiative, ownership, and result orientation
- Ability to work collaboratively across teams

#### 4. Understanding of Donor Environment and Fundraising Landscape

- Strong understanding of the Indian CSR ecosystem, including compliance and corporate priorities
- Familiarity with institutional donors such as foundations, bilateral and multilateral agencies
- Awareness of emerging trends in philanthropy, impact funding, and blended finance
- Ability to position BRLF's work effectively within donor priorities such as livelihoods, climate resilience, and social inclusion

#### 5. Reporting Structure and Stakeholder Engagement

- Reports to: Head, Strategic Partnerships and Resource Mobilization
- Works closely with the following teams: Programme, Research, Monitoring and Evaluation, HR, Communications, Capacity Building, Finance
- External stakeholders: CSR partners, foundations, donor agencies, consultants, and networks

#### 6. Indicative Salary Range

- ₹12–18 lakh per annum, depending on experience, competencies, and alignment with role expectations
- **COMPENSATION OFFERED:**
- The remuneration package budgeted for the position is between INR ₹12–18 lakh per annum, depending on experience, competencies, and alignment with role expectations

#### 7. Additional Notes

- Willingness to travel for donor meetings and field visits as required
- Strong alignment with BRLF's mission and values is essential

#### 8. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of 15 May, 2026.

*BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. Women are encouraged to apply.*