

Job Title: Sr. Manager - Business Development, Engagement & Communications

Organisation: Ekta Shakti Foundation

Website: <http://www.ektashakti.org/>

Location: New Delhi

Experience Required: 5-7 years

Sector: International Development

Functional Area: Sales and Business Development; Resource Mobilisation; Marketing and Communications

About Ekta Shakti Foundation:

Ekta Shakti Foundation is a not for profit organization headquartered in New Delhi, India. The organizations key objectives are to synchronise, complement and expand the development efforts made by the national and state



governments to improve the quality of life of the deprived and marginalised communities. The key thematic areas of the organizations are health and nutrition, holistic child development, inclusive education and skill development of youth and women. The organization has been focussed on driving excellence and impact since its inception in the year 2003.

At this stage the organization plans to launch into the next phase of its growth and development.

To enable this Ekta Shakti Foundation is recruiting for several Key Positions that will be responsible for setting the vision, planning, resourcing, execution and driving impact.

Roles and Responsibilities of the position:

- ✓ Donor identification and development to identify potential avenues of new businesses and preparing sales pitches
- ✓ Meeting new donors and clients to understand requirements and close deals
- ✓ Enhance relationships with existing clients to explore additional sources of revenue
- ✓ Research opportunities for raising donations, prepare proposals to successfully mobilize funds and develop multiple channels for fund-raising for both current and future projects

- ✓ Handling donor accounts and informing them about utilization of funds and progress of the initiatives to ensure their future retention
- ✓ Documentation and Strategic Communication to all key stakeholders (internal and external) – Government, Key Donors, Partner Organizations
- ✓ Prepare the offline as well as the digital marketing budgets and formulate an effective communications and branding strategy for the organization to drive business generation, brand presence and promotion

Qualification:

- ✓ Graduate or a Post Graduate degree, preferably in Business Development/ Marketing/ Social Work/ Social Sciences
- ✓ Experience in successful fund-raising is a must (Corporate CSR; Institutional and Individual)
- ✓ Technical background in Health and Nutrition or Early Childhood development would be an advantage

Attributes:

- ✓ Ability to manage tasks independently
- ✓ Must be ready to multitask at all times
- ✓ Should have an entrepreneurial streak
- ✓ A keen learner with an eye for detail
- ✓ Excellent communication skills
- ✓ Hard working, committed and a quick learner
- ✓ Flair for networking and building relationships
- ✓ Be open to represent the organization
- ✓ Public speaking

To Apply:

Please send the documents and information listed below to hr@ektashakti.org

1. Detailed CV (2-3 pages)
2. Letter of Intent outlining suitability for the position (1-2 pages)
3. One recent photograph
4. Current Salary and Expected Salary
5. Notice period