

## JD Resource Mobilisation Officer

**FEDINA invites applications for the Resource Mobilisation Officer's Position.**

**No of position: 1**

**Last date to Apply: 25th June 2023**

**Job Location: Bengaluru**

**About FEDINA:**

Fedina is primarily a labour rights organisation, with an emphasis on the intersectionality of caste, gender, and class. Fedina adopted the rights-based approach to empowering communities. The primary goal is to reach workers, including retired workers, to collectivise, assert dignity, claim their rights, and remediate violations.

**Diversity and Inclusion:** FEDINA promotes pluralism and equal opportunity, is committed to diversity in its staffing, and maintains an environment free of discriminatory employment practices. No individual shall be discriminated against because of their actual or perceived age, caste, class, disability, marital status, religion, sexual orientation, gender identity or sex characteristics. Applications from caste, sexual and gender minorities are strongly encouraged.

**Role title: Resource Mobilisation Officer**

Reports to	Coordinator
Purpose of the role:	The Resource Mobilisation officer is responsible for the management of fundraising, and has overall oversight and coordination of donor engagement and all fundraising and proposal writing.
Key Responsibilities:	<ol style="list-style-type: none"> <li>1. Design and implement the resource mobilisation Strategy of the Organisation.</li> <li>2. Proactively identify new and non-traditional sources of funding from a range of institutional donors and work to leverage organisations funding prospects.</li> <li>3. Engage in targeted networking to establish connections, leading to the development, mobilisation, prioritisation and management of partnerships with the purpose of mobilising resources.</li> <li>4. Ensure updated donor intelligence, including updating the existing donor mapping with their latest priorities and strategies, regular analysis of donor's contributions, as well as proactive outreach for insights.</li> <li>5. Lead the development of donor outreach materials, including but not limited to brochures, pitch decks, concept notes, expressions of interest, etc. that are in line with donor/partner criteria and organisation needs.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Lead and conduct quality assurance for donor proposals, in collaboration with the central team as needed, and incorporate donor feedback in a timely manner.</li> <li>7. Formalize relationships as opportunities arise, manage the initiation, preparation and operationalization of agreements (such as Memorandum of Understanding, Financing Agreement, Project Document, etc.) to formalize contributions.</li> </ol>
Essential skills	<ol style="list-style-type: none"> <li>1. Good written and verbal communication in English.</li> <li>2. Grant and proposal writing skills.</li> <li>3. Excellent writing, reasoning and analytical skills.</li> <li>4. Capacity building experience including training and skills development</li> <li>5. Experience of developing successful proposals to private donors, trusts and foundations, individuals and/or corporates.</li> <li>6. In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic.</li> <li>7. Excellent interpersonal, communication and negotiation skills to work effectively in a multicultural environment, often at a distance.</li> <li>8. Ability to prioritise own workload and work with minimal supervision.</li> <li>9. Ability to lead complex proposal development teams.</li> </ol>
Desirable skills:	<ol style="list-style-type: none"> <li>1. Programmatic expertise on any of the following themes: Labour rights, Human rights.</li> </ol>
Essential Qualification:	<ol style="list-style-type: none"> <li>1. Graduation degree in social sciences, humanities, development studies, human rights, political science or other relevant discipline or relevant experience.</li> </ol>
Work Experience:	<ol style="list-style-type: none"> <li>1. Minimum Five years of experience in the field of resource mobilisation.</li> </ol>

Interested candidates can send their CVs to [opportunity.fedina@gmail.com](mailto:opportunity.fedina@gmail.com)

**\*\*Notice: Our earlier email [career.fedina@gmail.com](mailto:career.fedina@gmail.com) is not operational. In case you have sent it to this email, please resend it to the new email mentioned above. Sorry for the Inconvenience.**

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