



WE ARE HIRING!

FUNDRAISING AND DONOR
MANAGEMENT MANAGER
- Part-Time (25-50%)

APPLY NOW

- www.safeinindia.org

FUNDRAISING AND DONOR MANAGEMENT MANAGER



(Are you keen to support the cause of the Indian worker community, their workplace safety, social security and Indian Labour and manufacturing productivity, with passion, strong fundraising skills and high-quality support? We believe in quality over quantity. Key support role for fundraising and donor communications, reporting to the Co-Founder & CEO

- **Location: Flexible (Preferably Gurugram/NCR)**
- **Reporting to: Co-Founder & Chief Executive Officer**
- **Commitment: Approximately 25 to 50% time (12 to 24 hours/week), with a minimum two-year engagement**
- **Salary: Commensurate with experience and qualifications, and NGO salary standards**
- **Last date to apply: 18th July 2025**

Key Responsibilities –

- **Donor Reporting & Documentation**
 1. Prepare high-quality donor applications, reports, grant updates, and presentations in coordination with the CEO, Senior Management Team and program teams.
 2. Ensure reports are crisp, well-structured, on-brand, and timely.
 3. Format data and narrative into compelling impact documents using tools like PowerPoint, Excel, or Canva.

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Key Responsibilities –

- **Fundraising Support & Coordination**

1. Support the CEO and SMT in managing fundraising deliverables, deadlines, and donor-specific requirements.
2. Maintain a financial and non-financial tracker for grant submissions, reporting schedules, and donor feedback.

- **Data & Visual Communication**

3. Organise and analyse program data (provided by internal teams) to build charts, infographics, or dashboards for donor updates.
4. Assist with creating data-backed content for decks and proposals.
5. Provide support in staying engaged and connected with the Donors for providing them with updates on SII's work, so that the Donors feel that their funds are used productively

- **Tech-Enabled Operations**

6. Use digital tools (Google Workspace, Excel, PowerPoint, Canva, Trello, Notion, or similar) to manage fundraising workflow and content delivery.
7. Maintain and update donor databases and communication templates.

- **Research & Prospecting**

8. Conduct background research on donors, CSR priorities, and funding opportunities trends as required by SII/CEO.

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Qualifications and Experience -

- Driven by the desire to make a positive impact for underprivileged communities
- High quality post graduate qualification with strong academic record.
- 3–5 years of relevant experience in fundraising support, donor communications, project documentation, or related roles in the development/nonprofit/social enterprise sector.
- Excellent written English and strong document formatting, editing, and presentation skills.
- Proficiency in Microsoft Office (especially PowerPoint and Excel); familiarity with Google Workspace; experience with Canva and basic data visualisation tools is a strong plus.
- Proficient in financial reporting, tracking expenses to budgets and maintaining donor and compliance discipline.
- Well-organised, detail-oriented, and proactive.
- Interest and/or experience in social impact and willingness to support senior leadership in a flexible, part-time capacity

Interested candidates to share a single file with a CV (maximum 2 pages) and a one-page cover letter on how you fit the role and your motivation to apply for this position to ghanraj@safeinindia.org and [cc neeraj.safeinindia@gmail.com](mailto:cc_neeraj.safeinindia@gmail.com) by 18th July 2025.