

## **Centre for Migration and Inclusive Development Job Description**

**Job Title:** Officer-Fundraising

**Location:** Perumbavoor, Kerala

**Department:** Programme Support

**Reports to:** Executive Director

**Supervises:** None

**Duration:** One year (Renewable)

**Level:** Officer

Category: Short Term Contract

### **About CMID**

Centre for Migration and Inclusive Development (CMID) is a non-profit organisation registered in India with its core office in Perumbavoor, Kerala. CMID focuses on social inclusion of migrant workers and advocates for and promotes evidence informed policies and programmes that foster migrant inclusive development. Its work ranges from grassroots interventions to advocacy for policy change. International Labour Organisation (ILO), United Nations Development Programme (UNDP), National Health Mission, Government of Kerala, Aajeevika Bureau, Azim Premji Philanthropic Initiatives, Wipro Cares, Dasra, Gram Vikas, ESAF, Mangalore Refinery and Petrochemicals, Cochin Shipyard Limited, BPCL Kochi Refinery etc. are some of CMID's recent collaborators. CMID implements various projects in Ernakulam district, Kerala which is the commercial capital of Kerala with the largest concentration of interstate migrant workers in Kerala.

### **Position Purpose**

The Fundraising Officer shall support the Executive Director in the overall resource mobilisation plan and process of the organisation. The Fundraising Officer shall be primarily responsible for the development and execution of periodic work plans for the fundraising programmes in sync with the strategic plan of the organisation. He/she shall map potential donors/grants/leads, prepare and submit proposals and follow up on outcomes. He/she shall ensure the submission of periodic reports to the organisation and also as mandated by various donors. The Fundraising Officer reports to the Executive Director of CMID.

### **Duties and Responsibilities**

- Prepare and implement a fundraising plan in accordance with the strategic plan of the organisation
- Map donors/grants/leads; prepare and facilitate the submission of expressions of interest, proposals, presentations and other relevant documents
- Facilitate due diligence visits by donor agencies/representatives/third parties
- Organise contracting process, timely issuance of receipts of funds, submission of fund utilisation and audit reports
- Coordinate with the programme team to ensure process quality and deliverables for each project
- Facilitate donor visits, evaluations and impact assessments

- Prepare periodic reports, meeting timelines, ensure adherence of the branding and marking plan
- Prepare communication materials such as human interest stories, case studies for disseminating results and programme impact to donors and other key stakeholders
- Leverage technology and social media and all possible ethical means to improve fundraising activities and keep the website updated
- Manage information and record the profile and fundraising activity of donors on a database
- Ensure compliance of organisational policies and regulations in connection with the conduct of the various activities.
- Identify and evaluate risks associated with the fundraising activities and evolve and implement risk mitigation strategies
- Support administrative and capacity development activities as and when required
- Represent the organisation at relevant meetings, functions and fora as directed by the supervisor
- Undertake other activities as directed by the supervisor

### **Qualification and Experience**

The candidate should be a post graduate, preferably in Social Sciences. Prior experience in fundraising activities in NGOs/ Trusts / Corporate fundraising platforms is preferred. He/she should have a high level of proficiency in English and Malayalam languages. The incumbent should be highly proficient in latest office automation software and internet based communication. CMID is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.

### **Skillset**

- Good writing skills, particularly in preparing proposals
- Expert in development communication
- Well-versed in latest office automation software
- Good proficiency in English and Malayalam (both speaking and writing)
- Good listening skills
- Self-starter and Result driven
- Good team player

### **To Apply**

Send your CV to [jobs@cmid.org.in](mailto:jobs@cmid.org.in) with a subject line 'Application: Officer-Fundraising'. Only shortlisted applicants will be contacted. Applications will be accepted till 5.30pm IST on March 17, 2023.