



Nirmaan is a constructive citizen movement for an empowered India, thereby making the world a better place to live in. Nirmaan was founded on 12th February, 2005 by a group of BITS-Pilani University students with a passion for humanity and to fulfill our responsibility towards our less privileged brothers & sisters.

## Job Description for Fundraiser

### Responsibilities:

- Research prospective donors
- Create a strong fundraising message that appeals to potential donors
- Identify and contact potential donors
- Use online platforms to raise donations
- Organize campaigns or events to solicit donations
- Maintain records of donor information
- Evaluate the success of previous fundraising events
- Train volunteers in fundraising procedures and practices
- Ensure that all legal reporting requirements are satisfied
- Develop corporate fundraising programs, such as employer gift-matching.
- Compile or develop materials to submit to granting or other funding organizations.
- Develop and maintain media contact lists
- Develop strategies to encourage new or increased contributions
- Recruit sponsors, participants, or volunteers for fundraising events
- Secure commitments of participation or donation from individuals or corporate donors
- Prepare materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags
- Establish fundraising or participation goals for special events or specified time periods
- Identify and build relationships with potential donors and Explain the tax advantages of contributions to potential donors
- Monitor budgets, expense reports, or other financial data for fundraising organizations
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.





- Develop fundraising activity plans that maximize participation or contributions and minimize costs
- Solicit cash or in-kind donations or sponsorships from individual, business, or government donors
- Write speeches, press releases, or other promotional materials to increase awareness of the causes, missions, or goals of organizations seeking funds
- Write reports or prepare presentations to communicate fundraising program data.

### Job Skills & Qualifications


- Bachelor's degree
- Exemplary communication abilities and outgoing
- Strong leadership skills
- Excellent organizational abilities and attention to detail
- At least one year of fundraising experience
- Quick thinker and ability to make decisions.

### Preferred

- Bachelor's degree in communication, public relations, journalism or related/applicable area
- Minimum two years of fundraising experience, in addition to managerial experience

To Apply drop your CV

 [Contact@nirmaan.org](mailto:Contact@nirmaan.org)

 +91 9676761162

-----

