

TATA TRUSTS

Role Details		
1.	Role	Manager, Resource Mobilization
2.	Function	Partnerships And Resource Mobilization
3.	Location	Mumbai
4.	Nature of Employment	Consultant contract (2 years)
5.	Reporting to	Head, Partnerships and Resource Mobilization

Role Overview:
The Manager, Resource Mobilization will be responsible for building and nurturing strategic relationships with Corporate CSR teams, Indian and international foundations. The role will focus on mobilizing grant funding for key Tata Trusts programs and identifying opportunities for new partnerships. The incumbent will develop compelling grant proposals and applications aligned with donor priorities and Tata Trusts' programmatic objectives. The role will also involve managing donor relationships and conducting periodic reviews to ensure effective engagement and continued support. As an individual contributor, the position requires strong ownership, stakeholder management, communication, and analytical skills.

Key Responsibilities:
1. Develop and nurture partnerships with Corporate CSR teams, Indian foundations, and foreign foundations to support the programs of the Tata Trusts.
2. Lead fundraising efforts for key Tata Trusts programs by identifying, engaging, and building relationships with prospective donors.
3. Develop and write high-quality grant applications and proposals tailored to donor requirements and funding priorities.
4. Coordinate with internal teams to develop compelling project proposals, budgets, and other documentation required for fundraising.
5. Conduct periodic reviews and engagement meetings with donors to provide updates on projects funded by them, including progress, outcomes, and utilisation of funds.
6. Manage and strengthen ongoing donor relationships to facilitate continued support and explore opportunities for deeper partnerships.
7. Identify and pursue new funding opportunities across Corporate CSR, Indian and foreign foundations and other institutional donors.
8. The position involves individual contribution with responsibility for independently managing assigned donor relationships and fundraising opportunities.

Stakeholders	
Relationship (within organization)	Programme Heads, Senior Leadership, Finance
Relationship (outside organization)	CSR Teams, Foundations, Donors, Strategic Partners

Skills & Competencies:
• Excellent communication and presentation skills • Ability to work independently in an ambiguous environment • Must have good analytical and problem-solving skills • Should be process-oriented • Proficient with MS Office • Ability to conduct research and effectively analyse, interpret, and draw insights from information
Essential Qualification & Experience:
• Minimum 7 years of work experience preferably fundraising in the development sector • PG Degree in the concerned field, or possess a relevant qualification or experience in a directly related

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assignment
• Experience in Institutional relationship management
• Working with C-suite clientele
• Experience of creating large value proposals
• Managing multi-stakeholder environments