



Fundraising Manager
Pratham Ahmedabad Education Initiative

Department: Fundraising & Resource Mobilization	Location: Ahmedabad, Gujarat	Reports To: Chief Functionary/Trustee
Employment Type: Full-time	Experience: 5–8 years	

About the Organization

Pratham Ahmedabad Education Initiative is a non-profit organization working on education from early years to middle school and youth across Gujarat. The organization was set up in 2002, and with 24 years of program activity, the organization has plans to grow to more communities, more geography. We are looking for a dynamic, mission-driven Fundraising Manager to help us diversify and grow our resource base to sustain and expand our impact.

Position Summary

The Fundraising Manager will lead the organization's efforts to identify, research, and cultivate new funding relationships, with a primary focus on grant-making foundations and Corporate Social Responsibility (CSR) donors. The role canters on proactive donor identification and prospect research — mapping the foundation and CSR funding landscape, assessing fit against the organization's programs, and building a qualified pipeline — followed by proposal development, relationship management, and cross-functional coordination with programs, finance, and communications teams.

Key Responsibilities

Area	Responsibilities
Donor Identification & Prospect Research	Systematically research and map Indian and international foundations, family/corporate trusts, and CSR-active companies whose funding priorities, geographies, and CSR Schedule VII focus areas align with the organization's programs.
Outreach	Initiate first contact with identified prospects, prepare tailored concept notes and introductory decks, and build relationships with CSR heads, foundation program officers, and trustees.
Proposal Writing	Convert qualified prospects into funding relationships through high-quality concept notes, proposals, and budgets tailored to each donor's priorities, required formats and align with organization's goals.
Donor Outreach Pipeline and Tracking System	Maintain an up-to-date donor pipeline and prospect-tracking system covering stage, subsequent actions items, budget-expenses tracking system.
Cross-functional Coordination	Work with different program teams to translate on-ground impact into donor-ready narratives, and finance reports etc.



Area	Responsibilities
Reporting & Compliance	Ensure timely donor reporting (narrative and financial) for converted foundation/CSR donors, and monitor compliance with donor, regulatory requirements and audit regulations wherever needed.

Required Qualifications & Experience

- Bachelor's degree required; Master's degree in Social Work, Business, Public Policy, or related field preferred.
- 5–8 years of experience in fundraising, prospect research, or business development, ideally within the non-profit / development sector.
- Demonstrated experience identifying and converting new foundation or CSR donors, not only managing existing relationships.
- Working knowledge of India's CSR regulatory framework (~~Companies Act Section 135, Schedule VII~~) and how companies plan and disclose CSR spend.
- Familiarity with foundation and grant-making research methods — annual reports, grant databases, RFPs, and funder websites.
- Excellent written and verbal communication skills, with strong proposal- and concept-note-writing ability.
- Strong relationship-management and interpersonal skills; comfort engaging with CSR heads, program officers, field teams and trustees.
- Proficiency in MS Office (Word, Excel, PowerPoint); familiarity with CRM/donor-tracking tools is a plus.
- Willingness to travel as required for donor meetings and field visits.
- Review dashboards and program data, identify key trends and insights, and translate findings into clear data points and narratives for donor reports, presentations and other communications.

Desired Attributes

- Passion for the organization's mission and social impact work.
- Strong analytical and strategic-thinking ability, with attention to detail.
- Self-starter who can work independently and manage multiple priorities under deadlines.
- Collaborative team player comfortable working across functions and geographies.

Compensation & Benefits

Compensation will be commensurate with experience and in line with the organization's salary bands for the non-profit sector.

How to Apply

Interested candidates should send their updated resume and a cover letter to pratham.gujarat02@gmail.com with the subject line "Application – Fundraising Manager." Applications will be reviewed on a rolling basis.

Pratham Ahmedabad Education Initiative is an equal opportunity employer and encourages applications from all qualified candidates regardless of gender, caste, religion, disability, or background,