



POSITION VACANT:

**Program Officer: Sustainability
Centre for Catalyzing Change, New Delhi**

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and strengthening ability to become leaders in their communities and the nation.

In order to grow its portfolio and to achieve set goals, C3 is looking to recruit a Program Officer Sustainability who will enable it to diversify its existing donor base and attract more Indian corporate and foundations.

The Program Officer- Sustainability, will support the development and nurturing of a 1-3 years fundraising pipeline for the specific products/projects identified by the organization. The strategy adopted would need to align with current fundraising practices.

JOB DESCRIPTION/ RESPONSIBILITIES:

- Working in close collaboration and under the managerial guidance of the Specialist, Sustainability, develop a donor acquisition pipeline of Indian Corporations and CSR-based entities who mandate matches the specific products/projects identified under the organization.
- Handhold and nurture the relationships with key stakeholders (including (CSR heads and Marketing leads) thus identified and represent C3's best interests to them.
- Write funding applications and proposals to match the donor needs to the organization's requirements.
- Attend networking events and meetings with potential donors.
- Prepare reports and give presentations on fundraising progress to Executive Director, board and senior leadership team.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

- Master's degrees in Business Administration or related fields.
- Must have knowledge about the part of the charitable sector wherein the organization operates, knowledge of fundraising rule, CSR law and other relevant issues in the landscape for non-profits in India.
- Management experience of 2-5 years.
- Must have excellent written and oral presentation skills with a good track record in writing winning fundraising applications.
- Must have networking skills to represent the organization to CSR-based entities.

The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

COMPENSATION OFFERED:

The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.

Please send your latest CV, with a covering letter at jobs@c3india.org

Please mention the position you are applying for in the subject line of your email. The application must contain information about your current salary & benefits drawn (CTC).

Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. Women candidates are encouraged to apply.