



**Program Officer - Individual Giving
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, Individual Giving, who will enable it to diversify its existing donor base and attract more supporters from the urban and semi-urban category of donors in India and abroad.

The Program Officer, Individual Giving, will support the development and nurturing of relationships identified under the organization in accordance with the strategy adopted in alignment with current fundraising practices.

Responsibilities:

- Work in close collaboration with the Senior Program Officer, Campaigns to manage donor acquisition and retention via digital channels.
- Develop a donor acquisition pipeline whose mandate matches the specific campaign/products/projects identified under the organization.
- Handhold and nurture the relationships with individual donors thus identified and represent C3's best interests to them, including digital/social media relationship building.
- Write funding pitches to match the donor needs to the organization's requirements.
- Maintain the relationship using the C3 donor relationship management touchpoint identified under the fundraising strategy.
- Ensure the documentation of all relationships on the organisation's database.
- Prepare reports and give presentations on fundraising progress to Executive Director, board and senior leadership team.

Role requirements

- Prior experience in managing sales portfolios in the B2C space.
- Must have previous knowledge about the part of the charitable sector wherein the organization operates, knowledge of fundraising rule and other relevant issues in the landscape for non-profits in India
- Ability to tell the C3 story in a compelling manner.
- Management experience of 2-5 years.
- Relationships-oriented.
- Must have excellent written and oral presentation skills.
- Must have networking skills to represent the organization to donors and persuade them that the cause is one they should contribute to.
- Experience in the not-for-profit sector desired.

Educational qualifications

- Master's degrees in Business Administration or related fields.