

**India HIV/AIDS Alliance**

*invites talented professionals to consider joining our team*

**Associate: Resource Mobilization End AIDS**

(Full-time)

**India Fundraising Campaign**

(Location – New Delhi)

**Introduction:**

India is home to the world 3<sup>rd</sup> largest population suffering from HIV/AIDS with approximately over 2.1 million people suffering from this disease. Over the last decade a lot has been done by the government, NGO's and many agencies due to which the disease has been controlled to some extent. However in the current years International funds for India's National AIDS Control Programme have dried up severely, posing a serious threat of recurrence of new HIV cases. Due to current situations it has become even more important to focus on resource mobilization to reach fellow Indians and urge them to stand with the affected population.

**End AIDS India** is a campaign by India HIV/AIDS Alliance (Alliance India) to create awareness and mobilize resources to fund HIV response programme in India to accelerate the response to the HIV epidemic in India. It aims for an India with zero new IV infections, zero AIDS related deaths, zero stigma and discrimination for people affected with HIV.

[www.endaidsindia.org](http://www.endaidsindia.org)

Founded in 1999, Alliance India is a non-governmental organization operating in partnership with civil society, government and communities to support sustained responses to HIV in India that protect rights and improve health. Complementing the Indian national programme, we build capacity, provide technical support and advocate to strengthen the delivery of effective, innovative, community-based HIV programmes to vulnerable populations affected by the epidemic.

[www.allianceindia.org](http://www.allianceindia.org)

**Summary of responsibilities:**

Associate: Resource Mobilization will work as part of Alliance India's End AIDS India Campaign and will be responsible garnering support for the HIV response in India.

**Key Responsibilities:**

- As part of our in-house fundraising team to reach targets for donor retention and lead generation for acquisition activities
- Support pan-India fundraising activities (tele calling, donor visits, face to face meetings, stalls, corporate meetings, etc.) by reaching to existing donor base to renew and upgrade their contributions to the cause thus achieving set goals
- Monitor for updating donor data as required post donor services activists (welcome call, etc.)
- Maintain database of supporters feedback and provide related analysis to senior members to facilitate better retention

**Support Responsibilities:**

- Support Training and other Operational Support like email response, query handling from donors regarding their donations, tax benefits, etc. and providing satisfactory response.
- Support donor care team for relevant information's to donors as required
  - Donor Queries on financial aspects (receipt, exemptions, etc.\*\*)
  - Dispatch of Receipts, Welcome Pack, etc.
- Complement the activities of the other departments within the team and provide support wherever required.
- Strictly follow the organizational work plan and individual activity plan ensuring adherence to quality and timeliness in required deliverables.
- Undertake other responsibilities not outlined above which are commensurate with a role of this nature in the charitable sector and which have been discussed and agreed between the line manager and the post holder.

**Essential requirements:**

- Ability to work effectively in teams as well as independently.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Self-initiated nature with excellent interpersonal skills
- Adequate writing and verbal communication skills in English and Hindi
- Experience in MS Office mainly WORD, EXCEL & PPT

**Desirable/Qualities/experience/skills:**

- Graduation in stream with minimum 0- 2 years of experience.
- Prior experience in fundraising operations activities in the development sector and/or experience in banking/ retail sector/Telecom

*The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding the relevant issues.*

***Alliance India** is an equal opportunity employer. Applications are welcomed and encouraged from people most affected and living with HIV and communities affected by the epidemic.*

*As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.*

Compensation package will commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the post applied for on the subject line of your e-mail.

**India HIV/AIDS Alliance**

6 Community Centre, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: [recruit@allianceindia.org](mailto:recruit@allianceindia.org)

Website: [www.allianceindia.org](http://www.allianceindia.org)

Due to the urgency of the position, interviews may be scheduled even before the closure of advertisement. Hence, interested candidates are encouraged to apply at the earliest.

Please note that we will not be able to notify all applicants. Only short listed candidates will be notified about the interview date.