

## India HIV/AIDS Alliance

*invites talented and passionate professionals to our team in New Delhi*

### Senior/ Officer: Donor Relations

(Full-time)

#### **Introduction:**

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support, and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that sustainably impact HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability, technical support, and grant management are core priorities in our interventions.

**We are certified as a “Great Place to Work” a coveted certification that endorses and promotes a high-trust, high-performance work culture.**

To learn more about our organisation, please visit our website: [www.allianceindia.org](http://www.allianceindia.org) & [www.endaidsindia.org](http://www.endaidsindia.org)

#### **Summary of Responsibilities:**

The Officer: Donor Relations will play a pivotal role within our fundraising Campaign named **End AIDS India**, providing crucial operational support including data management. The person will oversee seamless coordination with third-party agencies tasked with fundraising and the collection of donation payments from a diverse range of donors, including public and non-institutional entities. The person will also collaborate closely with our in-house fundraising team. Beyond managing our data management application, the Officer will be tasked with ensuring the accurate reconciliation of payments and books, working hand-in-hand with the finance team. Moreover, this position will extend support to the team across a spectrum of donor support and fulfilment activities.

#### **Specific Role & Responsibilities:**

- Responsible for Managing the donor management software and routine data entry of donor/donation-related information in the software.
- Responsible for monitoring and verification of data quality and ensuring they are received from proper revenue channels.
- Responsible for the critical analysis of donation trends, donor demography, etc. (both public and non-institutional) and preparing MIS for the review.
- Responsible for monitoring the sources of donations via the respective bank interfaces and keeping updated records for the same along with monthly reconciliation of receipts and payments. (Payment Gateway, CMS, ECS/NACH, etc).
- Monitor the payments received through legal channels following all compliance-related matters and report any violations to the senior management.
- Responsible for facilitating the collection of cheques from third-party FR agencies daily for depositing in the bank.
- In coordination with the Finance team, ensure timely payment to the third-party FR agencies based on invoice submitted and realization of payments from donors. Also support in payments of other vendors for EAI like printers, suppliers, etc.
- Manage the process of returned cheques/failed payments and also refunds and update the MIS and relevant processes accordingly.
- Business Reply Envelope Collections and Co-ordination with Post Office and AI admin team
- Maintain statutory records and compliance documents. (Forms, Batch Files, Bank Documents, tax documents, MOU, Contracts)

- Ensure that stock of all stationery including letterhead, forms, and welcome packs at all times and replenish the stock as and when required.
- Provide administrative support to End AIDS India team in close coordination with Finance and operations team in Alliance India.
- Operational Support and process design/implementation with outsourcing agencies managing the fundraising.
- Ensure donor fulfilment which includes timely dispatch of welcome pack/introduction kit/exemption certificates to donors in coordination with other members in the fundraising team.
- Responding to queries from donors regarding their donations, tax benefits, etc and providing satisfactory responses.
- Provide support/data to the Corporate Finance team in maintaining the books of accounts, statutory returns/ records.
- Work closely with the line manager for the preparation of monthly, quarterly, half-year and annual reports for Alliance India's management team.
- Complement the activities of the other departments within the team and provide support wherever required.
- Strictly follow the organisational work plan and individual activity plan ensuring adherence to quality and timeliness in required deliverables.
- Uphold the mission/vision and values of Alliance India and work within its equal opportunities framework, demonstrating the behaviours and competencies appropriate for the position.

### **Qualification, Experience & Skills:**

#### **Essential requirements:**

- Graduation preferably in commerce stream with 4 to 6 years' experience in similar function.
- Prior experience in fundraising operations activities in the development sector and/or experience in the banking/ retail sector.
- High level of accuracy in payment data management, its analysis and payment collection/reconciliation.
- Prior experience in managing Donor MIS applications and reconciliation.
- Excellent data analytical and data presentation skills.
- Ability to work effectively in teams as well as independently.
- Good writing and verbal communication skills in English and Hindi.
- Experience in computerised accounting, especially Tally and MS-EXCEL.

#### **Desirable qualities/experience/skills:**

- Post graduation in Commerce or any other stream.
- Experience in computerised accounting, especially Tally.
- Basic knowledge in statutory and contractual requirements.

*The position requires a solid 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 the affected communities.*

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

The compensation package will be commensurate with the qualifications and experience of the candidate. Interested candidates meeting the above criteria are requested to submit their application and a cover note to [recruit@allianceindia.org](mailto:recruit@allianceindia.org) before the closing date. Please indicate the title of the post applied for in the subject line of your e-mail. Mention your current pay details in the cover note.

### **Closing date for receiving applications 7<sup>th</sup> June 2024**

#### **India HIV/AIDS Alliance**

6 Community Center, 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)

Interviews with suitably qualified and experienced candidates will be conducted on an ongoing basis. So interested candidates are requested to rush their application 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.