

India HIV/AIDS Alliance (Alliance India)

invites talented professionals to consider joining our fundraising team in Delhi

Associate: Resource Mobilisation

About Alliance India:

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 are core priorities in our interventions, technical support and grant management.

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

Summary of key responsibilities:

The position will be part of Alliance India's End AIDS India Campaign and will be responsible for new lead generation, donor retention and fundraising through telefacing, and face-to-face meetings. Engage existing donors for continued and expanded support, identify new prospects, and target HNIs, donor acknowledgment, maintain records, gather feedback. Adhere to confidentiality, organizational plans, and quality standards.

Key Responsibilities:

- Responsible for monthly targets achievement by acquiring new leads and retention of existing donors through tele-calling, tele facing-and face-to-face meetings.
- Identify and pursue NEW funding opportunities through Individual MIDHNI, HNIs, and UHNIs to support the organisation's mission.
- Promote awareness of the organization's mission and work
- Thank you, donors for the contribution.
- Share the donation received acknowledgment through mails or call.
- Share project updates, photos, and impact stories.
- Engage existing donors for continued and enhanced support.
- Create potential pipeline list and work on conversions to Achieve Monthly Target
- Keep information confidential and shouldn't share details about data with others
- Strictly follow the organisational work plan and individual activity plan, ensuring adherence to quality and timeliness in required deliverables.

Educational Qualifications & Experience:

- Graduation in any stream
- Minimum 5 years' experience in the sector especially individual fundraising operations activities in the development sector.

Essential requirements:

- A passionate mind with high sense of commitment to the cause
- Strong communication, networking, and relationship-building skills.
- Result-oriented mindset with the ability to meet fundraising targets.
- Experience in fundraising, partnerships, sales, or business development preferred.
- Excellent narrating and convincing skills with a pleasing personality.
- Experience in MS Office, mainly Word, Excel & PowerPoint.

- Self-motivated, proactive, and able to work independently.
- Open to travel within city as per requirement

Alliance India is an equal opportunity employer. As a matter of policy, ***Alliance India*** operates rigorous recruitment and selection procedures and checks.

The fee package will be commensurate with qualification and experience. Fee includes performance-based incentives as well. Interested candidates meeting the above criteria are requested to submit their application along with a cover note to recruit@allianceindia.org before the closing date. Indicate your last drawn salary in your cover letter. Also, 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

Website: www.allianceindia.org

Since multiple positions available, interviews will be scheduled on an ongoing basis. Hence, interested candidates who can join on a short notice 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.