



Job Title	Donor Coordinator
Reporting into:	
Direct line	Executive Director
Dotted line	Board Member Donor Relationships
Job Purpose	<p>eVidyaloka is a non profit social organization, connecting volunteers across India and the world, to deliver remote classes to children across rural villages of India, using a remote education delivery model.</p> <p>The purpose of this role is to have a proactive and sustained engagement with prospective and current donors, including CSR foundations, commercial enterprises and high net worth individuals</p>
Principal Accountabilities	<p>Strategic Planning</p> <ul style="list-style-type: none"> ▪ Review and gain overall understanding of the vision, operating model and current running of the centers, and regularly be updated of key developments and progress made by eVidyaloka. ▪ Review the list of foundations and commercial enterprises and identify organizations with stated CSR focus in rural engagement and education. ▪ Meet with potential corporate and HNI donors and present about eVidyaloka's vision, mission and operating model, highlighting the key tenets of its framework, key milestones achieved and impact created ▪ Based on the interaction, develop the case, with inputs from leadership team, for raising funds. This could be CSR contributions, one-time donations, employee time contributions; brown-bag sessions or specific campaign driven contributions (such as the Joy of Giving campaign) or driving leader-speak/CEO engagements. ▪ Follow-up on the proposal submitted & closure into receipt of contributions. This includes calls and meeting with management/senior management of organizations (CSR heads, HR heads, CEOs, Board members, CXOs) who are in decision making positions to determine making sponsorship decisions. Meetings will be accompanied by ED/ Board members based on context. ▪ Engage with existing patrons of eVidyaloka and also be the first line of donor communication. This includes reporting on learning outcome progress of the respective centers sponsored by the donors, and coordinating any visits/engagement with respective class administrator. ▪ Organize campaigns around specific events (eVidyaloka Day; Teachers' Day; etc) and proactively reach out to the present & potential sponsors/patrons to seek out for their participation, and build a continuous engagement to build positive traction ▪ Develop and present a monthly update on key donor engagement activities and plans for the next reporting period. ▪ Ensure compliance of funds with individual as well as corporate donors.



<p>Individual Performance Measure:</p>	<ol style="list-style-type: none"> 1. Meetings & engagement with identified Donor organizations & individuals 2. Contributions raised from donors – funds, time and leader engagement 3. Relationships with existing donors - quality and effectiveness
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> ▪ External engagement: Passion to engage with multiple donor organizations and individuals ▪ Communication skills: Good verbal & written communication skills and an ability to interact positively with donors ▪ Collaboration: Able to work across multiple Administrators, who are located remotely, for collating progress of center performance and coordinating any donor interactions ▪ Interpersonal ability: Able to engage with multiple donors and build a relationship that is sustained and personalized ▪ Technology adaptability: Familiarity with the usage of Emails, MS Office, Skype, Internet usage – Search, YouTube etc.
<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> ▪ Education: Graduate/Post Graduate, preferably with management specialization. ▪ Experience: Part of social sector field – donor relationship, fundraising, engagement with CSR foundation experience valued. ▪ Location: Bangalore ▪ Job Type: Full time, with necessary travel