Job Description - Associate - Fundraising and Corporate Partnerships

Role: **Associate - Fundraising and Corporate Partnerships**

Location: **Pune**

Salary: 3,00,000 - 4,20,000 INR (P.A)

Do you believe in making present day education relevant to the future our children are set to enter?

About Pi Jam Foundation:

Pi Jam Foundation is a Section 8 (not-for-profit) company conceived by Teach for India Alumni in 2017. The organization is entirely impact driven and aims to provide all students from under-resourced schools Computing and Problem-solving skills, which are essential for them to succeed in the 21st century workplace. Using low-cost, open source technology and a contextual grade-specific curriculum, Pi Jam Foundation aims to provide quality computer education to over 1,00,000 students across India within the next few years.

We are looking for an energetic, cause driven and passionate individual, who is personally invested in the importance and relevance of Computer Science in the future of Education. We hope to find a person who **fits seamlessly** into the startup culture, takes the **initiative to own and build** a part of Pi Jam reflective of their own core values that concur with the organizational vision and **genuinely commits** to stretch themselves to ensure that the value our program adds to a student's life is sustainable, meaningful and greater than individual motivations. We want a **confident fighter**, one who does not give up and is motivated to push boundaries of possibilities for the sake of the beneficiaries of our program.

As our Associate Fundraiser, your responsibilities would include:

- Help identify and cultivate new prospects and steward existing donor relationships from various avenues using diverse strategies.

- For existing donors, strengthening donor cultivation and stewardship initiatives (includes Corporate employee volunteering) through the year to build a partnership that is meaningful for the donor and for the organization and supports the renewal efforts for the relationship.

- Portfolio management and managing operations for existing donors in each work stream.

- Plan, seamlessly execute partner engagement in schools and at various Pi Jam events, community visits etc

- Researching new prospects to determine their capacity to give, care for the cause and ascertain connections with Pi Jam Foundation. You will also support the Managers/Founders with additional research as and when required.

- Cultivate new prospects and continuously deepening their engagement with Pi Jam Foundation.

- Writing grant applications and proposals that contextualize the Pi Jam story to the specific conversation.

- Using softwares tools to continuously update all current and new donor conversations, to effectively monitor and track progress to goals through data analysis to aid fundraising efforts.

- Creating collaterals, impact reports, and tools to execute and support engagement and outreach across all workstreams.

- Support the programs to achieve their goals, be the learning and resource partner for the organization, in collaboration with the Founder.

- You may also have the opportunity to manage interns working on specific projects under their work stream.

Additional Responsibilities

- You will be required to help during selection of new members of staff. Volunteering in classrooms is highly recommended to keep in touch with why we do what we do

- As a part of the Development duo (with the Founder), you will make several external contacts. These should be appropriately shared with the HR, Program, M&E and Communications teams who also deal with external stakeholders

Minimum Qualifications, Skills and Competencies

- Graduate (in any stream) with 1-3 years of relevant work experience preferably in a role which required writing proposals and reports, i.e consulting, research, legal, etc.

- Exceptional English language communication skills – both written and verbal.

- Excellent critical thinking skills and ability to analyse complex data sets from varied sources (both quantitative and qualitative), drawing narratives, and communicating impact story to external partners.

- Possess an excellent knowledge of Microsoft Office and Google products.

- **Strong interpersonal skills, which enable you to build meaningful relationships with diverse others and invest them, and a focus on collaborating to reach outcomes with teams.**

- Excellent project and time management- Highly organized with the ability to set clear plans and adapt them when required to ensure you meet ambitious project goals within clear timeframes.

- Belief that every child deserves an excellent and relevant Computer Science education and that every single child gains from their Pi Jam Program, whatever their background - Believe in the cause and are in it for the long haul.

- High on integrity, accountability and drive. Growth-oriented mindset and a drive to develop self as well as to challenge and improve existing systems and approaches.

Preferred Qualifications, Skills and Competencies

- Past experience in fundraising, business development, marketing, or project management.
- Has worked in the CSR department of a corporate, fundraised for an international NGO or worked in a foundation on the grants side.
- Solution oriented approach when faced with challenges, and the ability to identify and implement solutions to complex challenges rapidly.
- **High sense of possibility and an anything-it-takes attitude.**
- **High attention to detail, with a belief in the importance of 'the little things'.**

To apply,

Please send your CV / resume (no longer than 2 pages) and a short cover letter expressing why you would like to join, to vidya.madhavan@thepijam.org .