



## Fundraiser and Partnerships Lead

### About UPAY

UPAY strives to make education for all increasingly accessible with its two major prongs – Footpathshaala and Reach and Teach. Children are taught through open classroom programs using various recreational and skill developmental activities with the vision of a world where education is no longer a distant dream for every child.

UPAY is the product of a passionate young IIT Kharagpur graduate wishing to change the life of every Indian child through the most powerful tool – education. Intending to replace begging bowls with books, Varun Shrivastava, along with three equally driven young Engineers laid the foundation for UPAY on 20th May, 2010. Since its inception 14 years ago, UPAY has achieved various milestones with its multi-dimensional and personally-catered approach. With the motto that, if the children can't reach school, let the school reach them, UPAY envisions removing the disparities in the field of education.

### About the Position:

We are looking for a Fundraiser and Partnerships Lead to oversee all aspects of financial and non-financial collaborations, CSR tie-ups, networking and database management.

### Roles and Responsibilities: -

1. Event management and project management
2. Networking to find potential funders and organisations for financial and non-financial collaborations.
3. Pitching projects to funders for sponsorship
4. Handling databases for donor and project management
5. Drafting emails, statutory documents and alike for external communication
6. Stakeholder management
7. Proposal designing on Canva or MS Powerpoint
8. Report preparation as per the pre-decided timeline and coordination for the required database
9. Handling existing collaborations and donor engagement.
10. Organising fund raising campaign(s)

**Eligibility & Qualification Requirement: -**

1. Basic event and project management knowledge in social sector
2. Strong networking skills
3. Good command over making presentations, proposals and reports using various MS office and Google Tools, and excellent writing and drafting skills
4. Ability to handle and maintain huge databases
5. Ability to work with multiple stakeholders
6. Strong time management skills and flexibility to accommodate multiple projects simultaneously, with tight deadlines.
7. Knowledge of MS Office is a must.
8. Effective oral and written communication skills in English and Hindi.
9. Good drafting skills
10. Age limit – 30 years

**Preference –**

1. Location – Nagpur
2. Prior experience in NGO administration and management.

**Location: -** Hybrid

**Monthly package –** 18-20k