



## **Job Description: Manager- Fundraising and Partnerships, LLF**

### **About the Language and Learning Foundation:**

Language and Learning Foundation (LLF) was founded in 2015 with a vision to improve foundational learning among all children in government primary schools. We work in partnership with 8 state governments (Chhattisgarh, Haryana, Bihar, Rajasthan, Uttar Pradesh, Gujarat, Assam and Odisha) with support from several CSRs and Foundations like Tata Trusts, HT Parekh, Bill and Melinda Gates Foundation and UNICEF.

LLF recently concluded an impact bond project in Haryana which has shown outstanding results. We are implementing several other 'pay for results' projects. LLF is scaling its work rapidly in several states to achieve foundational learning outcomes at scale.

### **Job Overview**

LLF is seeking to hire a Manager to join its Fundraising & Partnerships Team to support its fundraising goals and objectives. The position requires a candidate with relevant fundraising experience and effective managerial skills to support the team in cultivating, soliciting, and stewarding new and existing donors.

### **Responsibilities and Duties**

#### **1. End-to-End Fundraising Management**

1. Implements the fundraising strategy and coordinates the day-to-day activities of the fundraising team.
2. Monitors and tracks the progress and performance of donor conversations, fundraising campaigns and projects
3. Supervises and supports Senior Associate Fundraising and Partnerships in data management, reporting and documenting
4. Ensures smooth implementation of the proposal development process
5. Is responsible for cultivating, soliciting, and stewarding donors and prospects

#### **2. Donor Management & Stewardship**

1. Build and nurture donor relationships across fundraising verticals, such as Individuals, CSRs, Institutional Donors and any other assigned by the Associate Director -Fundraising and Partnerships

2. Keeping track of donor communication and managing donor reporting calendar on fund utilisation and program/ organisational updates.

### **3. Forecasting and Prospecting**

1. Forecast upcoming funding opportunities and prospecting suitable donors for LLF. Prioritise potential donors and opportunities and develop outreach plans based on donor persona
2. Developing compelling proposals/ concept notes for institutional donors, foreign foundations and CSRs. End-to-end anchoring of the grant application process
3. Contribute to the development and evaluation of fundraising plans and projects, and provides feedback and suggestions to the fundraising and program teams.

### **Qualifications**

- Master's degree or above.
- Demonstrated technical expertise and proven experience in fund raising for non-profits with minimum 5 years of experience, out of which minimum 3 years in managerial position is preferred.
- Experience of working with a wide range of funders - including high net worth individuals foundations and CSR roles will be considered as relevant background
- Good track record of maintaining key donor relationships as well as establishing new partnerships
- Ability to craft compelling proposals and solicit opportunities from the potential funding universe
- Excellent written and oral communication skills
- This position will report to the Associate Director - Fundraising & Partnership and will require 10 to 15% travel per month on an average.
- Compensation Compensation and designation would be commensurate with candidate's experience and qualifications. Interested candidates may apply to [krunal.amreliya@languageandlearningfoundation.org](mailto:krunal.amreliya@languageandlearningfoundation.org)