



## **Sr. Associate, Donor Management & Reporting**

Location: Mumbai

### **About the Organization:**

Since 2013, [Antarang Foundation](#) has been one of the leading voices in bringing employability and career development into the mainstream education narrative. We believe that education which does not lead to social and economic progress is incomplete – and hence employability and aspirational careers need to be accessible to all young adults across the socioeconomic spectrum.

Our students are filmmakers, podcast specialists, and fitness trainers, and study in college from Bhandup to Boston. This is because Antarang's programs are unique and focus on bridging the ability of adolescents and young adults to make informed career decisions and industry's intent to hire talent with potential.

Antarang Foundation builds key employability skills in disadvantaged youth in urban low-income settlements. Through two structured programs, Antarang guides students on career choice, trains them in core employability skills, and connects them to employment opportunities of their choice.

### **Roles and responsibilities:**

- Collate, analyze and present relevant data for/on teams, partners, and donors to further champion Antarang's cause and impact
- Schedule, manage and prepare for Fundraising and Partnership pitches and meetings
- Co-design and execute donor reporting
- Understand donor needs and create pitch decks for different donors and their varying requirements
- Draft proposals for donors, grant applications, awards.

- Co-create and manage donor engagement plans
- Work on short research papers and publications that identify gaps in the youth employability space, or any other related area

**Profile Requisites:**

- **Grant writing**
- Excellent written communication skills
- Excellent research skills
- Understanding of finance budget allocation
- Strong time management skills
- Ability to take the initiative and work independently when required
- Understanding cash flow and statement
- 2-3 years of relevant work experience

**What's In it for you?**

- A young, vibrant work environment where Care forms the bedrock of our culture
- Working with a Manager who will help you learn and develop and give autonomy wherever possible
- Roles and responsibilities that will help you hone transferable skills relevant to the social impact space and beyond
- Last but not the least...the chance to form some strong bonds and connections!

If you are excited about the potential of youth in our country and want to be able to contribute to the careers of less privileged youth **apply for this role** [HERE](#)

If you have any queries write in to **rapti@antarangfoundation.org**