

Position: Partnerships & Resource Mobilization Officer

Committee/Department/State Chapter: Central Committee (Fundraising & Partnerships)

Membership Location: New Delhi (with potential for travel within India)

Role and Responsibilities:

The Partnerships & Resource Mobilization Officer will play a crucial role in securing financial and non-financial resources to support the MoEFCC Promotion Council's initiatives, particularly the "Green Warriors Club" and related environmental programs. This individual will be responsible for building strategic partnerships with corporations, government agencies, NGOs, and other stakeholders to drive resource mobilization and collaboration.

Specific Responsibilities:

Develop and Implement a Resource Mobilization Strategy:

- Create a comprehensive strategy to secure CSR funds, government grants, philanthropic donations, and other resources.
- Identify and prioritize potential funding sources aligned with the Council's mission and program objectives.
- Develop and manage a pipeline of prospective funders and partners.

Cultivate and Maintain Stakeholder Relationships:

- Build and nurture strong relationships with corporate CSR departments, government officials, grant-making organizations, and other relevant stakeholders.
- Represent the Council professionally and positively at meetings, conferences, and networking events.
- Act as a key point of contact for external partners and collaborators.

Develop Compelling Proposals and Grant Applications:

- Research and identify relevant grant opportunities and funding programs.
- Write and submit high-quality proposals, grant applications, and partnership agreements.
- Ensure all proposals and applications are aligned with funder guidelines and requirements.

Manage Partnerships and Collaborations:

- Negotiate and finalize partnership agreements and memoranda of understanding (MOUs).
- Coordinate collaborative projects and initiatives with partner organizations.
- Monitor and evaluate the effectiveness of partnerships and collaborations.
- Provide regular updates and reports to stakeholders on project progress and outcomes.

Secure In-Kind Contributions and Resources:

- Identify and secure in-kind contributions, such as volunteer support, technical expertise, equipment, and materials.
- Develop and implement strategies for volunteer recruitment and management.

Maintain Accurate Records and Reporting:

- Maintain accurate records of all fundraising activities, partnerships, and grant applications.
- Prepare regular reports on resource mobilization efforts and outcomes for the Central Committee.
- Ensure compliance with all relevant financial and reporting requirements.

Other Duties:

- Participate in relevant Council meetings, events, and activities.
- Perform other duties as assigned by the Central Committee.

Skill Sets:

- **Fundraising and Resource Mobilization Expertise:** Demonstrated experience in securing CSR funds, government grants, and philanthropic donations.
- **Relationship Management and Networking:** Ability to build and maintain strong relationships with a diverse range of stakeholders.
- **Communication and Presentation Skills:** Excellent written and verbal communication skills, with the ability to present compelling¹ proposals and reports.
- **Negotiation and Persuasion Skills:** Ability to negotiate and secure favorable partnership agreements.
- **Project Management and Organizational Skills:** Strong organizational and multitasking abilities, with the ability to manage multiple projects simultaneously.
- **Knowledge of CSR and Government Funding:** Understanding of CSR regulations, government funding mechanisms, and grant-making processes.
- **Passion for Environmental Sustainability:** A strong commitment to environmental conservation and climate action.
- **Tech Savvy:** Ability to manage databases, use CRM software, and communicate effectively via digital platforms.
- **Financial Acumen:** Basic understanding of budgeting and financial reporting.

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