



JOB DESCRIPTION FOR HEAD OF RESOURCE MOBILIZATION

Job Title: Head of Resource Mobilization

Job Code: HRM-20324-C

Department/Team: Strategy Operations

Reporting Structure: Executive Director (Strategy)

Qualification: Master's degree in business administration, marketing, finance, economics, or a related field is typically required.

Total Years of Experience: 10 - 12 years

Resource mobilization and fundraising are pivotal functions at MSSRF, serving as critical enablers of institutional growth and sustainability. We are seeking a dynamic individual to join our team in the role of Head of Resource Mobilization. This position will play a central role in spearheading fundraising initiatives, encompassing strategic donor identification, active communication, and relationship building.

Key Responsibilities:

Implementing MSSRF's fundraising strategy.

Cultivating and nurturing relationships with diverse donor segments, including Foundations, Corporates, Philanthropists and High Net Worth individuals, and Philanthropic Foundations, both domestically and internationally.

Provide administrative support to the resource mobilization team, including organizing meetings, maintaining records, and managing correspondence.

Flexibility and adaptability in handling new tasks and challenges within the resource mobilization role.

Provide research support to identify potential funding opportunities and gather relevant information for fundraising activities.

Developing persuasive and innovative proposals, case studies, and collateral tailored to specific donor segments.

Curating and expanding MSSRF's donor database through continuous research and due diligence.

Maintaining accurate and comprehensive fundraising records and reports.

Generating routine MIS reports on fundraising status, activities, achievements, and plans.

Supporting operational and capital resource mobilization efforts against institutional targets.

Collaborating with other teams at MSSRF to support their business development and grant-raising initiatives.

Providing regular updates and institutional communications to all donors, ensuring timely follow-ups on initiated conversations.



Staying informed about the fundraising marketplace through continuous analysis and research.

Person Specification:

Minimum 5 years of fundraising experience or equivalent.

Master's degree in Management or related field.

Proficiency in fundraising market knowledge and understanding.

Proficiency in using fundraising software and CRM systems.

Strong communication skills, both oral and written, with the ability to interact effectively across diverse groups.

Integrity and ethical conduct in all fundraising activities.

Proficient in online research and database management.

Advanced skills in Microsoft Excel, PowerPoint, and relevant software tools, including digital and social media platforms such as LinkedIn.

If you possess the requisite experience and skills and are passionate about driving impactful fundraising initiatives in support of our mission, we invite you to apply for this rewarding opportunity. Join us in making a difference at MSSRF.