**JOB TITLE: HEAD - CSR FUND RAISING**

**ORGANISATION: INDIAN SOCIETY OF AGRIBUISINESS PROFESSIONALS (ISAP)**

**Job Description**

ISAP is looking for a full time head of CSR fundraising to join their team in an exciting time of organisational growth and development.

The role reports directly to CEO and as such will be a member of the ISAP senior management team sharing collective responsibility to deliver the organisation's strategy and vision – to improve the quality of life for socially and economically disadvantaged men and women.

The head of CSR fundraising will lead a small and dedicated team of fundraisers to provide the necessary vision, leadership, and fundraising skills which will enable the organisation to achieve its fundraising targets and organisational development programme.

He will have substantial fundraising and management experience, a talent for building relationships and a proven track record in securing funds from corporate, foundations, trusts and major donors. Experience in development of an individual donor programme including donor marketing is also an advantage.

**Main Responsibilities**

***Strategy and planning***

* Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams
* Revisiting and strengthening the current fund raising approach for various services offered by the organisation
* Developing and supporting innovative partnerships under various corporate CSR initiatives;
* In cooperation with the ISAP senior management team, lead the development of any long-term strategy to achieve agreed long term organisational goals
* Identify new potential income streams and produce strategies to access these funds

***Financial Planning and Budget Management***

* Produce cost-effective budgets to achieve action plans
* Develop and maintain income and expenditure tracking and evaluation systems
* Ensure the Fundraising Department is kept within budget

***Fundraising***

* Researching and identifying potential donors, cultivating potential donors and communicating with current donors for increased giving;
* Developing new and existing corporate relationships in the area of CSR giving. Manage existing donors- corporate;
* Developing contacts and networking with different types/ranges of companies, including small and medium size enterprises;
* Writing proposals and presentations to pitch for business and project funding. Prepare and submit proposals to prospective donors;
* Leading donor meetings and providing follow-up support; creating a centralized database of potential corporate donors.
* Lead on development of new funding streams
* Develop and maintain effective supporter journeys for the development of relationships and retention

***Senior Management***

The head of CSR fundraising is a member of ISAP’s senior management team and as such the post-holder will be expected to play a proactive role in the management of the organisation, including:

* Organisational strategic planning
* Organisational development
* Income and expenditure budget planning and management
* Advising members of SMT on the availability of funds and the viability of obtaining funds
* Attending finance related meetings to report and give advice on fundraising matters

***Staff Management***

Line management of fundraising staff, including:

* Agreeing objectives and work plans
* Managing workload and performance through regular one-to-one line management discussions
* Plan and implement personal development programme for team members in all relevant skills
* Undertake annual performance reviews

**Person Specification**

*Essential Experience*

At least five years’ experience in a similar role

* Demonstrable track record of Strategic Fundraising
* Successful, significant and relevant achievement at management level in a comparable national/international organisation.
* Experience of utilising the strength of an organisation brand for charity/business development
* Proven track record of meeting challenging income targets
* Proven ability to build, manage and develop key stakeholder, client and donor relationships.
* Experience of developing and implementing strategic and business plans
* Proven track record in fundraising that has directly resulted in increased income for an organisation
* Effective dissemination of information to large and diverse groups

*Essential Skills and Knowledge*

* Strong leadership skills.
* Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services.
* Knowledge of the fundraising environment and of a range techniques and disciplines which will support the cost effective generation of income for ISAP
* Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently
* Ability to secure Senior Management and Board approval for strategy
* Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the post and initiate, develop and deliver new initiatives that build on their successes.
* Highly self-motivated and able to work autonomously, take initiative and make decisions.
* Commitment to ISAP’s core values and strategic direction

*Essential Aptitude*

* Innovative management style.
* Ability to work flexible hours.
* Energy, enthusiasm and flair to work hard and achieve ambitious targets.

*Qualifications*

* Educated to post-graduate in business development (or) commerce (or) social sciences
* Evidence of Continued Professional Development relevant to the role purpose and level.

To apply please send your detailed CV to isapho@isapindia.org

For more information contact at phone +91-11-43154100