

Organisation	Public Affairs Centre (PAC) Website : www.pacindia.org Organization Type: non-profit organization
About the Organisation	Public Affairs Centre (PAC) is an independent, non-partisan - Civil Society Organization (CSO) based in Bangalore-India. Recognised as a leading think-tank for evidence based public policy research, PAC has consistently promoted good-governance and the core tenants of transparency, accountability and inclusiveness.
Job Location	Bengaluru, Karnataka, India Job Category : Development Job Title: Programme Officer - Resource Mobilisation
Reports to	Programme Manager - Resource Mobilisation , who leads the Resource Mobilisation team.
Review and Assessment	Full time Employment is offered upon successful completion of 3 months of probation period. The incumbent shall be subject to annual performance review for the role, as per assessment systems at PAC.
Summary - Job Description	The PO will be an integral member of the Resource Mobilisation (RM) team. Apart from meeting individual targets and driving team programmes and activities independently, the PO shall assist in developing different funding channels for the organisation.
Primary Duties and Responsibilities / Activities and Tasks	<ul style="list-style-type: none"> ▪ Maintain database of potential and existing donors and fundraising relevant information ▪ Timely administration of outreach communication, digital campaigns, snail-mail letters ▪ Conduct research on prospective individual, foundation and corporate donors ▪ Assist in engaging with industry and companies, to solicit for Corporate Social Responsibility funding and make efforts to obtain special event sponsorship ▪ Provide support for all fundraising and development operations and outreach
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Experience in fundraising or sales and marketing required, with a demonstrated track record of success in raising major gifts and writing complex proposals for various audiences or parallel experience in sales and marketing with benchmarks such as demonstrated responsibility, initiative, and success in a sales/marketing/proposal writing environment. ▪ Experience in a social sector organization preferred; better still is experience with fundraising / marketing background at consulting firms ▪ Excellent written and verbal communication skills, including ability to have conversations on various subjects and to be able to pitch ideas and proposals to highly distinguished and placed officials ▪ Excellent computer skills proficiency in standard office software (word processing, spreadsheets, etc) Basic graphic design and / or other application software expertise will be useful add-on. Familiarity with Salesforce (or similar application) is strongly preferred; ▪ A solid understanding of budgets and proficiency in data compilation and analysis to develop industry perspectives and relevant assessment of industry trends / impact
Location Work-time	<ul style="list-style-type: none"> ▪ The position is based in Bangalore.
Qualification and Experience	<ul style="list-style-type: none"> ▪ Masters (any) degree; social sciences, economics, communications or related fields will be an added advantage. MBA preferred ▪ Minimum 5 years of experience, with at least 2 years’ experience in client facing / people engagement role preferred ▪ Experience in market intelligence/ research / customer relationship / fundraising with a background in working in the Social/ Development sector
Language	<ul style="list-style-type: none"> ▪ Candidate must be highly proficient with English, as it will be the primary language for all business correspondences and interactions. Minimum working knowledge (speak, read, write) in other Indian vernacular language/s is highly desirable, while minimum working knowledge (speak, read, write) in foreign language/s will be considered an asset.
Compensation	<ul style="list-style-type: none"> ▪ Competitive Salary that will commensurate with candidate’s experience
Apply for job	Documents to be submitted (via email) to career@pacindia.org Subject line: “Development Officer – Resource Mobilisation <your full name>” <ol style="list-style-type: none"> 1. Cover letter of intent / introduction 2. Detailed Curriculum Vitae
Key words:	fundraising, resource mobilisation, grants management, client relations, public relations, etc
Expected Date of joining	The position will remain open until a suitable candidate is found.
Note/s	<ul style="list-style-type: none"> ▪ Offer above is subject to change, partially or fully. Also, maybe withdrawn at any time, at sole discretion of PAC. ▪ Employees / Consultants / Probationer are governed as per the board-approved Policy, Regulations and Rules of PAC. These are subject to change from time-to-time. The mandated agreement for employer - employment / consultant / probation will be as per terms mentioned in the contract.
	<i>PAC is an equal opportunity employer that does not discriminate on the basis of race, colour, creed, religion, sex, age, marital status, national or ethnic origin, information or status.</i>