



PUBLIC AFFAIRS CENTRE
Committed to good governance

Job Opportunity: Programme Officer – Resource Mobilisation

Public Affairs Centre (PAC), Bangalore, is looking for an experienced resource mobilisation specialist to be a part of resource mobilisation function in PAC. PAC is a national non-profit organization founded in 1994 and headquartered in Bangalore. The focus of PAC's work is on the Sustainable Development Goals with an emphasis on school education, primary health care, women and child development, and skills and livelihoods.

This call for applications is for an Officer Resource Mobilisation (ORM), to operationalise the resource mobilisation strategy for PAC over the medium-long term. Under the general guidance and direct supervision of the Programme Manager – Resource Mobilisation, the ORM will be responsible for the overall coordination, and management of a public and private sector fundraising strategy. The ORM will contribute for the analysis and management of all fundraising channels and activities, ensuring long-term, flexible and sustainable resources for PAC.

Position title: Officer – Resource Mobilisation; **Expected start date:** July 1, 2018; **Salary:** Based on education, experience and skill sets; **Main duty station:** Bangalore (70 -75 percent time in the PAC office, Bangalore; 25-30 percent in the field).

Key Responsibility Areas:

- 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

Professional qualifications and experience required:

- 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
- Understanding of and experience in corporate social responsibility related work will be an asset.
- Strong English language skills - written and spoken.

Personal traits desirable:

- Proven skills in information, communication, networking, and the ability to relate to mass media
- The ability to effectively manage relationships with the private sector and other stake holders
- Knowledge of development issues, strategies, as well as policies and programmes in key sectors like education and health
- Good analytical, negotiation, and advocacy skills.

How to apply:

Interested candidates who meet the required educational and experience requirements should send their recent CV and a cover letter (written in English) by email, not later than 15th of June 2018 to: career@pacindia.org



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Only short-listed candidates will be contacted. PAC is committed to gender balance and diversity without distinction as to ethnicity, sex or religion, and without discrimination of persons who are differently abled: well qualified candidates are strongly encouraged to apply.