

Job Title: Project Officer (Strategic Partnerships)
Location: New Delhi
Department: Strategic Partnerships
Reports To: Executive Director (Strategic Partnerships)
Job Type: Full-Time

Role Overview:

Satyarthi Movement for Global Compassion (SMGC) is seeking a motivated and skilled Project Officer to join our team, specializing in Strategic Partnerships. The ideal candidate will be responsible for developing and managing partnerships with corporates, High Net-worth Individuals (HNIs), international philanthropic bodies, and donor networks.

The role requires exceptional communication, writing, and project management skills, and a strong focus on creating fundraising proposals and grant applications as per global standards. The Project Officer will collaborate closely with finance and program teams to develop budgets aligned with proposal requirements.

About Satyarthi Movement for Global Compassion (SMGC)

The Satyarthi Movement for Global Compassion aims to globalize compassion and ignite 'compassionate action' and 'compassionate leadership' in the world to ensure justice, equity, peace and sustainability for all. SMGC aims to create paradigm shifting social transformation and meaningful impact at scale through power of compassion.

We focus on creating 'Compassionate Communities', extensive research and training, experiential learning, high level dialogues and conferences. SMGC encompasses grassroots activists, youth leaders, Nobel Laureates and global changemakers from all walks of life.

Our Core Values are Compassion, Excellence, Honesty, Courage and Humility.

Key Responsibilities

Develop Strategic Partnerships:

- Identify and cultivate relationships with corporates, HNIs, international bodies, and donor networks to support organizational objectives.

Proposal Development:

- Prepare compelling fundraising proposals and grant applications tailored to different donors, ensuring alignment with organizational priorities and strategies.

Grant Management:

- Monitor and manage grants received, ensuring compliance with donor requirements and timely reporting.

Budgeting:

- Collaborate with finance and program teams to create detailed budgets aligned with proposal requirements and donor guidelines.

Communication and Follow-up:

- Maintain regular communication with partners and donors, ensuring timely follow-up on proposals, meetings, and reports.

Networking:

- Utilize existing networks and cultivate new contacts within the donor and partner community to enhance funding opportunities in close coordination with the Strategic Partnerships team.

Research and Analysis:

- Research potential donors and identify key funding opportunities aligned with the organization's scope of work, and stay informed about trends and best practices in fundraising and partnerships.

Qualifications & Skills:

- Bachelor's degree in Business Administration/Communications/Economics or related field; Master's degree preferred.
- Proven experience (8-10 years) in developing and managing strategic partnerships, preferably in the nonprofit sector.
- Demonstrated ability to draft proposals and securing grants from corporates, HNIs, and international organizations.
- Experience in budget development and financial reporting for grant-funded projects.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with the ability to build and maintain relationships.
- Exceptional organizational and project management abilities.
- Proficiency in MS Office and experience with fundraising databases or CRM software.
- Proactive and results-oriented approach.
- Ability to work independently and collaboratively within a team.
- Attention to detail and commitment to quality.
- Knowledge of social impact programs and passion for working for social/development sector will be added advantage

Number of Vacancies: 1

Location: New Delhi

To know more about SMGC, you can visit the below links:

SMGC Website: <https://satyarthimovement.org/>

SMGC Concept Note: <https://heyzine.com/flip-book/2e5610292d.html>

SMGC Introductory Video:

<https://workdrive.zohoexternal.com/external/3deab81e683f902fcf1bb6d9c4c9c45139913bffbb89d491dc5c2f3751543b1f>

LinkedIn: [Satyarthi Movement for Global Compassion](#)

Instagram: [SMGC Official](#)

Facebook: [SMGC Official](#)

Twitter: [SMGC Official](#)

SMGC is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

To Apply

- Interested candidates with relevant experience may send their application mentioning "**Project Officer – Strategic Partnerships)**" in the subject line, along with CV and cover letter justifying suitability for the position – role fitment based on present & past work experience to: recruitment@satyarthimovement.org by **15th August 2024**
- Please indicate Current/Last drawn compensation & expected compensation in your application