SNEHA (Society for Nutrition, Education and Health Action)

Fundraising Officer in Mumbai | SNEHA

Mumbai, Maharashtra · full-time · entry level · Competitive

Application Assist →

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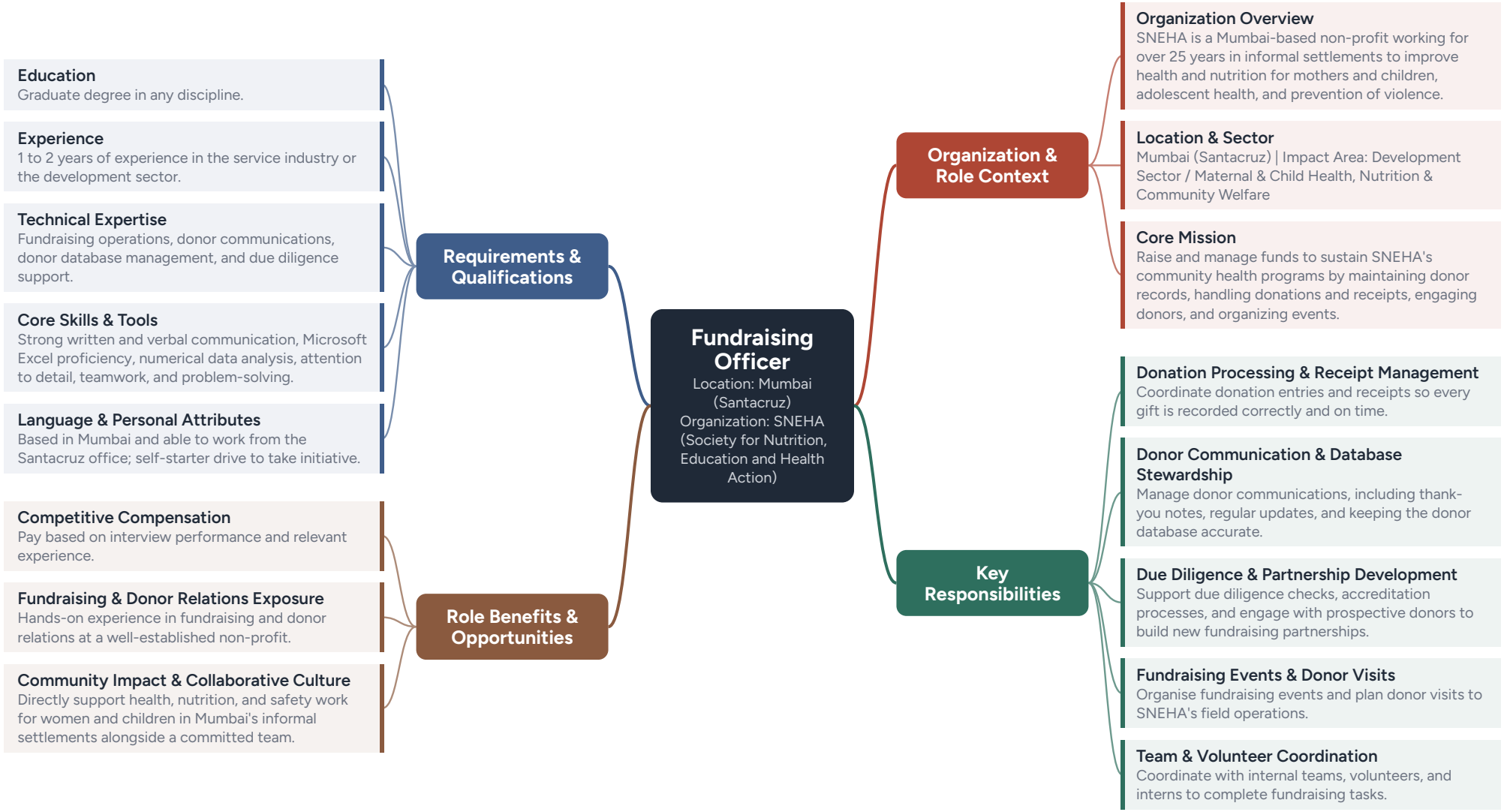

Skills this role needs

Donor management	Fundraising events	Microsoft Excel	Written and verbal communication	Data analysis

Job description

SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit that has worked for over 25 years with families in the city's informal settlements. It works to improve the health and nutrition of mothers and young children, support the health of adolescents, and keep women and children safe from violence. SNEHA works closely with communities and public systems so that families living in difficult conditions can get the care and support they need.

Role

As Fundraising Officer, you will help SNEHA raise and manage the money that keeps its community health work going. You will keep donor records accurate, handle donations and receipts, stay in touch with current and new donors, and help plan fundraising events and donor visits. This role suits someone organised and good with numbers, who enjoys building relationships and working with many different people.

Responsibilities

- Coordinate donation entries and receipts so every gift is recorded correctly and on time.
- Manage donor communications, including thank-you notes and regular updates.
- Maintain accurate donor records and keep the donor database up to date.
- Support due diligence checks and accreditation processes that donors and partners ask for.
- Engage with prospective donors and help build new fundraising partnerships.
- Organise fundraising events and plan donor visits to SNEHA's work.
- Coordinate with internal teams, volunteers and interns to get fundraising tasks done.

Requirements

- A graduate degree in any discipline.
- 1-2 years of experience in the service industry or the development sector.
- Strong written and verbal communication skills.
- Good skills in Microsoft Excel and in working with numbers and data.
- Close attention to detail and the drive to take initiative.
- Ability to work well in a team and solve problems as they come up.
- Based in Mumbai and able to work from the Santacruz office.

Benefits

- Pay based on your interview and relevant experience.
- Hands-on experience in fundraising and donor relations at a well-established non-profit.
- A chance to support health, nutrition and safety work for women and children in Mumbai's informal settlements.
- Work alongside a committed team, volunteers and interns.

Apply

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About the organisation

SNEHA (Society for Nutrition, Education and Health Action)

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About SNEHA (Society for Nutrition, Education and Health Action)

SNEHA (Society for Nutrition, Education and Health Action)

SNEHA is a leading non-governmental organisation committed to advancing health equity among urban poor communities, especially women and children. Founded with a vision to bridge the health equity gap, SNEHA goes beyond simply addressing illnesses it champions a comprehensive continuum of care approach. This approach focuses on reproductive, maternal, newborn, child, and adolescent health (RMNCH+A), recognising that supporting health across these life stages breaks the intergenerational cycle of poor health.

Over nearly a decade, SNEHA has impacted the lives of over 187,000 pregnant women and many more children across vulnerable urban settlements. Its programmes strengthen community capacities while collaborating closely with public health and safety systems to ensure quality service delivery. SNEHA's work spans enhancing maternal and newborn healthcare, improving institutional delivery rates, ensuring full immunisation, preventing and treating malnutrition, and educating adolescents on nutrition, reproductive health, and gender equity.

A unique factor in SNEHA's model is its dual focus on empowering communities and strengthening public systems. Community mobilisation builds knowledge, changes harmful behaviours, and promotes optimal use of available health resources. Simultaneously, SNEHA partners with municipal health systems and public facilities to improve co-ordination and quality of healthcare services, making sustainable impact possible at scale.

Gender equity is a key cross-cutting theme embedded across all SNEHA programmes, recognising its critical role in health inequities. The organisation also confronts gender-based violence holistically through prevention, legal, and mental health services integrated with healthcare.

SNEHA's commitment to evidence-based practice is seen through rigorous research, monitoring, evaluation, and impact mapping activities. These efforts enable refinement of programmes and contribute to policy advocacy grounded in data and field realities. Recent expansions include nurse-aide training programs empowering young women with healthcare skills and palliative care interventions allowing communities to better manage life-limiting illnesses compassionately.

Recognised for its innovative, community-grounded approach, SNEHA is transforming not only individual lives but also public health systems in urban India. It continues to work courageously towards health equity, dignity, and justice for marginalized populations, impacting thousands annually and inspiring other organisations across India and beyond.

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