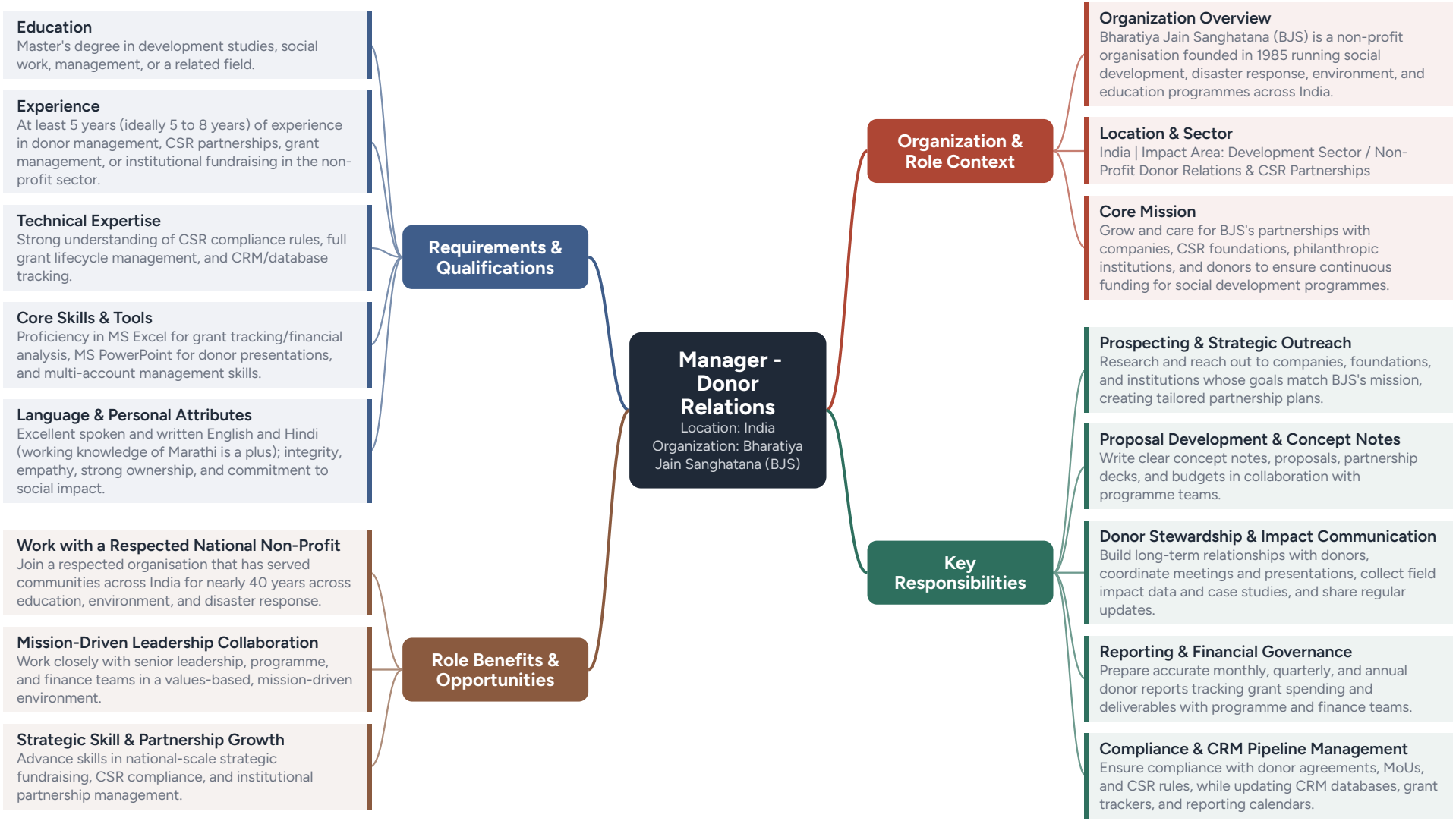
Bharatiya Jain Sanghatana (BJS)

Manager - Donor Relations in Pune | Bharatiya Jain Sanghatana

Pune, Maharashtra · full-time · senior level · Competitive

Application Assist →

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Skills this role needs

Donor relationship management	CSR partnerships	Proposal and concept note writing	Donor reporting and grant compliance	Microsoft Excel and PowerPoint

Job description

Bharatiya Jain Sanghatana

Bharatiya Jain Sanghatana (BJS) is a non-profit organisation that has worked for the good of the country since 1985. It runs social development, disaster response, environment and education programmes across India, supported by a large network of volunteers. BJS works closely with governments, communities and partners to find real problems in society and build solutions that last and can grow. Its aim is to make sure good ideas reach as many people as possible, in a way that works on the ground.

Role

As Manager - Donor Relations, you will grow and care for BJS's partnerships with companies, CSR (corporate social responsibility) foundations, philanthropic institutions and other supporters. You will find new partners, write strong proposals, keep donors informed about the difference their support makes, and make sure every promise made to a donor is met on time. You will work as the link between partners, programme teams and the finance team so that resources keep flowing to BJS's work.

Responsibilities

- Research and reach out to companies, foundations and institutions whose goals match BJS's mission and programmes, and help plan a tailored approach for each one.
- Write clear concept notes, proposals, partnership decks and budgets, working with programme teams to shape strong project documents.
- Build and keep long-term relationships with current and new donors, and coordinate meetings, presentations and follow-up conversations.
- Collect impact data, success stories and case studies from programme teams to share with donors.
- Prepare accurate monthly, quarterly and annual donor reports on time, gathering spending data and results from the programme and finance teams.
- Make sure BJS follows every donor agreement, MoU (memorandum of understanding) and CSR reporting rule, and track grant milestones, deliverables and spending schedules to avoid delays.
- Keep donor databases, the CRM (customer relationship management) system and grant trackers up to date, and watch renewal dates and reporting calendars.
- Support senior leaders with data, summaries and briefing notes for donor meetings, and help build SOPs (standard operating procedures) for donor engagement and internal reporting.

Requirements

- A Master's degree in development studies, social work, management or a related field.
- At least 5 years (ideally 5 to 8) of experience in donor management, CSR partnerships, grant management or institutional fundraising in the social development or non-profit sector.
- A good understanding of CSR compliance rules and how grants are managed from start to finish.
- Excellent spoken and written English and Hindi, with working knowledge of Marathi as a plus.
- Strong skills in Microsoft Excel for grant tracking and spending analysis, and in PowerPoint for donor presentations.
- The ability to manage several donor accounts at once with careful planning and close attention to deadlines.
- Honesty, empathy, a strong sense of ownership and a real commitment to service and social impact.

Benefits

- Work with a respected organisation that has served communities across India for nearly 40 years.
- Shape partnerships that support disaster response, education, environment and social development work at a national scale.

- Work closely with leadership, programme and finance teams in a values-based, mission-driven setting.
- Grow your skills in strategic fundraising, CSR compliance and partnership management.

Apply

Check your fit for the role and receive the apply link in your mailbox

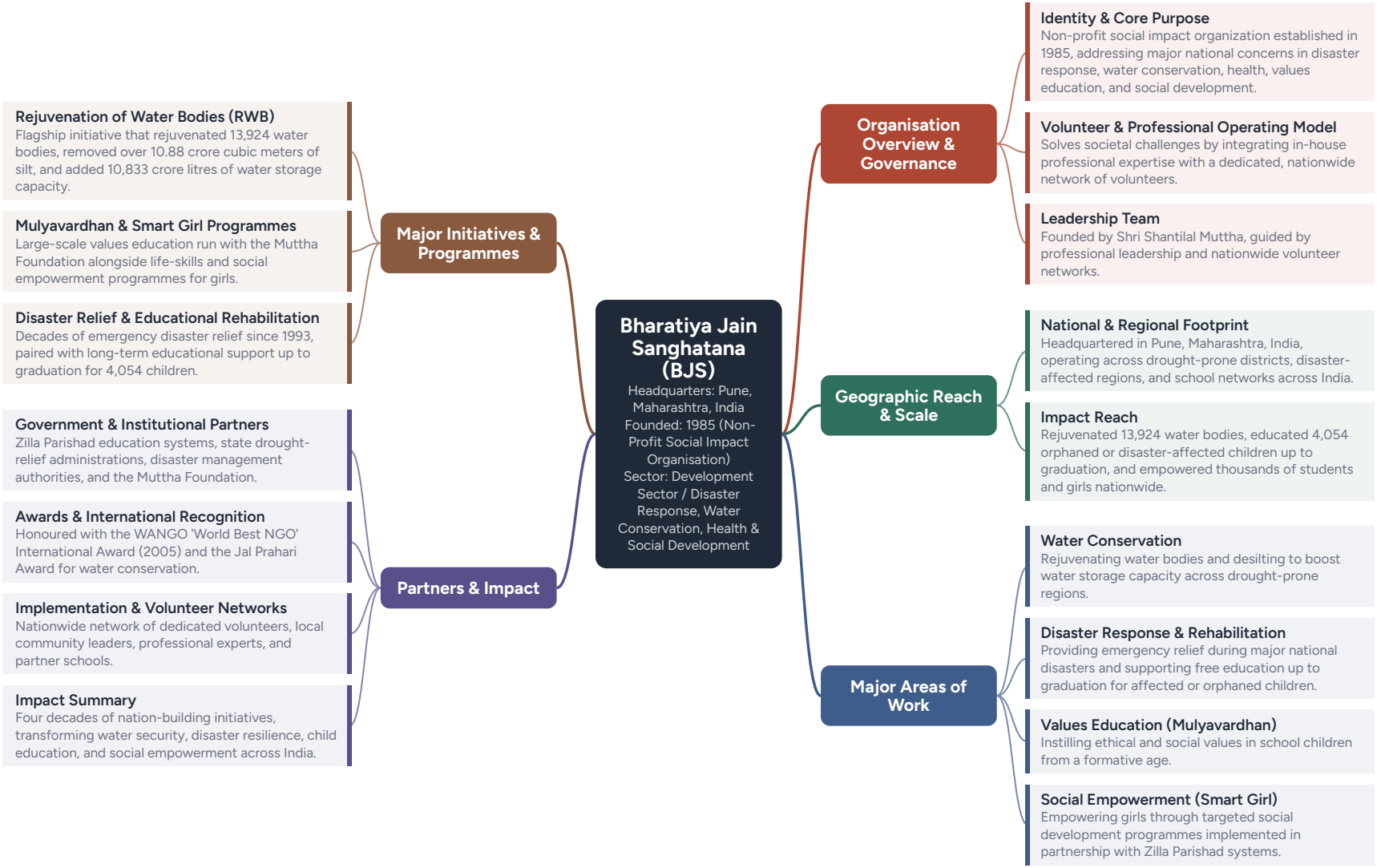
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About the organisation

Bharatiya Jain Sanghatana (BJS)

Disaster Response, Water Conservation & Social Development

bjsindia.org ↗
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About Bharatiya Jain Sanghatana (BJS)

Bharatiya Jain Sanghatana (BJS)

Bharatiya Jain Sanghatana (BJS) is a non-profit social impact organization at the forefront of addressing national concerns in disaster response, water conservation, health, and social development. Established in 1985, BJS's early work transformed into a mass movement that has been instrumental in freeing several communities from the shackles of undesirable social customs responsible for dowry deaths and female foeticide.

Youtube Video

BJS has been a lead player in relief and rehabilitation efforts during all major disasters in India and its neighbourhood since 1993, including several droughts in the past decade and, more recently, the Covid-19 pandemic. The organisation's vision is to collectively contribute towards Nation Building through Holistic Development of Society, identifying major societal concerns and implementing effective, meaningful solutions by leveraging in-house professional expertise and a nationwide network of dedicated volunteers.

> *Head Quarters : Pune, Maharashtra*

Major Areas of Work

- Water Conservation: Rejuvenating water bodies and silt removal to boost water storage capacity across drought-prone regions.
- Disaster Response: Providing relief and rehabilitation support during major national and regional disasters.
- Education Initiatives (Mulyavardhan): Value education programmes designed to instill strong values in children from a formative age.
- Rehabilitation of Children: Providing free education up to graduation for disaster-affected and orphaned children.
- Social Development (Smart Girl): Empowering girls through targeted social development programmes, including work with Zilla Parishad systems.

Major Initiatives & Programmes

- RWB (Rejuvenation of Water Bodies): A flagship water conservation initiative that has rejuvenated 13,924 water bodies, removing over 10.88 crore cubic meters of silt and boosting water storage by 10,833 crore litres.
- Mulyavardhan: A large-scale values education programme run in partnership with the Muttha Foundation, benefiting a significant number of students nationwide.
- Smart Girl Programme: A social empowerment initiative for girls, implemented in partnership with Zilla Parishad systems.
- Children Rehabilitation Programme: Provided free education up to graduation for 4,054 disaster-affected or orphaned children.
- Disaster Response Legacy: Decades of emergency relief work across major Indian and neighbouring-country disasters since 1993.

Impact

BJS has rejuvenated 13,924 water bodies, removed over 10.88 crore cubic meters of silt, and boosted water storage by 10,833 crore litres. The organisation has rehabilitated 4,054 disaster-affected or orphaned children with free education up to graduation, and has empowered large numbers of girls and students through its Smart Girl and Mulyavardhan programmes respectively. BJS's founder, Shri Shantilal Muttha, was honoured with the WANGO (World Association of NGOs) "World Best NGO" international award in 2005, and BJS has also received the Jal Prahari Award for its water conservation work.

Leadership

Founder – Shri Shantilal Muttha

BJS is an excellent fit for professionals passionate about disaster response, water conservation, values-based education, and grassroots social development who want to contribute to nation-building through large-scale, sustainable community impact.

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