



<b>Role:</b> Development Lead	<b>Reporting to:</b> Chief Operating Officer
	<b>Location:</b> Mumbai Travel involved within and outside city

**Summary:**

The Development Lead will support the COO and CEO to reach ISLI’s fundraising targets each year. In addition, s/he will coordinate with the Finance, Academic, Programme, Marketing and Fundraising departments to raise ISLI’s profile amongst potential donors, ensure success in raising grants from donors and engage donors via non-financial means as well.



**Job Responsibilities**

- Develop a plan and manage timelines for various fundraising activities in coordination with the COO to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Build and maintain a database of potential donors.
- Manage a database of existing donors with details on donations, due dates of reports and follow-ups.
- Lead and manage relationships with existing and future donors, through on-going communication and regular meetings as well as visits to schools and workshops.
- Write, submit, and archive grant proposals to potential funding donors while coordinating with the relevant departments within ISLI to ensure the proposals are consistent with ISLI’s strategic plan
- Keep a close track of all donations for specific projects made against actual expenditure every quarter with the support of the Finance Head to ensure spending is as per plan.
- Create reports demonstrating ISLI impact and use of funds, to keep current funders abreast of developments at ISLI. Coordinate with Finance department to ensure the utilization of funds report is created and when required, is audited on time.
- Explore collaborations with corporations and foundations interested in supporting ISLI’s work through indirect sources, like donations of space, resources or technical expertise and training expertise
- Research and understand viability of other funding avenues and develop strategies for them.
- Actively engage with ISLI’s efforts to disseminate information about its schools and impact, by working with ISLI Marketing Lead to create content (reports, case studies, articles, newsletters) that can be published in print and/or social media.



### Qualification and Experience

- Bachelor's or equivalent degree required
- Minimum 6-8 years of work experience, ideally with previous experience in grants/donor relations
- Ability to write detailed reports to be presented at various levels of management

### Additional skills

- Excellent oral communication and excellent writing skills
- Strong presentation skills
- Strong leadership skills
- Excellent data analysis skills
- Excellent Microsoft Excel, Word and Powerpoint skills
- Comfortable with Google apps for business -Gmail, Google Drive, Google Calendar etc

### Contact

Interested candidates may email their resume and cover letter to [hr@indiaschoolleaders.org](mailto:hr@indiaschoolleaders.org) with subject line - "Application for Development Lead".