



Job Description	
Job Title:	Officer- Donor Relations
Reporting to (Job Title):	Manager-Finance
Contract type:	Full time renewable two-year contract, including six months' probation.
Salary:	Commensurate with qualifications and experience
Hours:	40 hours/week (Mon-Fri)
Location:	Ahmedabad

About us:

Motivation transforms the lives of disabled people around the world. From designing and providing our own range of wheelchairs, to influencing international governments and NGOs, we've been making an impact for over 30 years. We work with local, national and international partners to provide innovative and practical solutions. With projects across Africa and India, we advocate for the rights of disabled people and empower them to stay healthy, access education and employment and to participate in their communities.

Motivation India was established in 2011 as a charitable trust to spearhead our work in India and South Asia. We have a rich history spanning over two decades in the region, with key interventions in Sri Lanka, Bangladesh and India and projects in Afghanistan, Pakistan, Cambodia, Nepal, Myanmar. Motivation India is expanding its scope and activities and is setting up a team of highly motivated and qualified professionals to lead its growth.

Job purpose:

Working closely with the Regional Director and the fundraising team, the Donor Relations Officer will be responsible for management of donors (primarily individual donors) through various modes of donor engagement & communication. This will raise our profile and build influence with key stakeholders and support fundraising success.

Motivation India has a small, growing communications and fundraising team. The post holder will be an important member of this team and also work closely with our global team members (and consultants) who specialise in fundraising & communications across platforms, channels and formats.

Main Responsibilities:

1. Support and liaison with all external agencies for day-to-day donor data management and donor support.
2. Be responsible for managing and operating the Donor Management Systems used by Motivation India
3. Ensure all donor related data is processed and presented in an accurate manner in the donor management system after all necessary verification processes have been carried out
4. Create appropriate Donor related reports focusing on donor behaviour, donation trends and giving patterns to support in future fundraising.
5. Ensure data segregation and segmentation for more efficient fundraising.



. Person Specification

1. Graduation and above in any discipline
2. At least two years' experience in similar position in NGO/ INGO
3. Good computer skills especially working with Advance Excel (high level of proficiency required)
4. working experience in administration and management of data
5. Ability to be a self-starter and think proactively.
6. Fluent and well versed in written and spoken English.
7. Excellent interpersonal skills and ability to work as a member of a team
8. Confident in taking initiative and exploring new opportunities.

This is not intended to be an exhaustive list. Your job description may be subject to change

Completed applications should be sent to indiamotivation1@gmail.com by 15th Jan 21.

Due to the high volume of applications, we will only contact those candidates shortlisted for interview.

Motivation India is an equal opportunity employer. We promote diversity in our workforce and encourage applications from persons with disabilities.