

<b>Name of Position</b>	Donor Relations Officer
<b>Recruitment details</b>	CASA is a national development and humanitarian organisation. Established in 1947, it works for the poorest of poor irrespective of caste, gender and religion. CASA works on issues of education, health, livelihood, women empowerment, climate change and humanitarian response.
<b>Location</b>	Delhi-NCR
<b>Education</b>	Graduate/ MBA
<b>Work</b>	Full Time
<b>Remuneration</b>	Best in the Industry
<b>About the Role</b>	The purpose of the role is to service and maintain excellent relations with donors including maintaining of donor database, servicing the existing donors, facilitate donor sign-ups campaigns and donor retention/ upgradation .
<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>• Minimum 4 years of experience of working in customer/ donor relations with excellent working knowledge of Excel Sheets is essential. Proficiency in DMS will be an added advantage.</li> <li>• Be a good team player and a gender sensitive co-worker.</li> <li>• Excellent communication skills, written and verbal in English.</li> <li>• Good in excel sheet working</li> <li>• Good presentation skills</li> <li>• Be willing to travel as per work requirement</li> <li>• Ensure confidentiality of information pertaining to the Organisation</li> <li>• Experience of working in the social/development sector will be preferred</li> </ul>
<b>Reporting to</b>	Head of Fundraising- CASA
<b>How to apply</b>	<b>Send in your application by 15th April 2019 with attached CV in word format to &lt;info-fundraisingoffice@casa-india.org&gt; Please put "Application for (position details) " in the email subject line.</b>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Keep a record of all donor sign-ups and maintain donor database</li> <li>• Execute donor communication calendar and donor servicing</li> <li>• Prepare periodic sales, operations and donor management MIS reports</li> <li>• Be responsible for donor retention/ upgradation</li> <li>• Execute campaigns and drives related to acquisition and retention both offline and digital</li> <li>• Develop and manage relationships with new and existing donors and prospects to raise fund.</li> <li>• To participate in all the activities, public engagement and other activities as per organizational requirements.</li> <li>• To ensure confidentiality of information pertaining to the organisation by him/herself.</li> <li>• To play active role in the overall target achievement for Fundraising.</li> </ul> <p><b>Any other responsibility assigned by your line manager.</b></p>