CHILD IN NEED INSTITUTE (CINI)

POST – **Executive – Resource Mobilisation** (CINI Fundraising)

LOCATION – CINI Fundraising Unit, Golpark

TYPE OF EMPLOYMENT – CONTRACTUAL

DURATION – One year

COST TO ORGANISATION – Rs. 20,000/- per month (negotiable for the right candidate and performance-based incentives applicable)

ELIGIBILITY CRITERIA :

* 1. QUALIFICATION
		+ ESSENTIAL – Bachelor’s degree in Management, Development Studies, Social Sciences or related discipline.
		+ PREFERABLE - Additional training/experience in sales, marketing, fundraising, donor relations, communication, or resource mobilization strategies.
	2. AGE - 25 to 40 Years
	3. LANGUAGES KNOWN - English, Hindi and Bengali

 EXPERIENCE (Please specify the field) - Experience in sales, marketing, fundraising, donor engagement, communication, or partnership development in the development/NGO sector.

Send the email to jobs@cinindia.org with the subject line Application for the post of “**Executive – Resource Mobilisation**”.

Last date for application: 17th October 2025.

MAJOR JOB RESPONSIBILITIES

* Develop and implement business plans to achieve fundraising targets at least three times the Cost to Company (CTC).
* Identify, engage, and convert schools and individuals into long-term supporters.
* Build and maintain strong donor relationships through timely communication, reporting, and effective servicing.
* Design and drive innovative fundraising campaigns, events, and engagement initiatives.
* Oversee fundraising collaterals, merchandise, and ensure timely delivery of receipts and donor acknowledgements.
* Monitor daily transactions and submit regular performance reports to management.
* This position requires travel within West Bengal as well as to other states, as per project needs.

 SKILLS / COMPETENCIES:

* Excellent English communication skills (spoken and written) – mandatory.
* Passion for sales, fundraising, and relationship-building.
* Strong communication, negotiation, and persuasion skills.
* Ability to work effectively with clear targets and deadlines.
* Organised and detail-oriented with strong documentation skills.