



JOB DESCRIPTION

1. Position Details

Particulars	Details
Position Title	Coordinator - Fundraising unit
Department	Fundraising
Reporting To	Senior Manager - Fundraising Unit
Location	KIRAN Society, Varanasi
Position Type	Full-time
Role Nature	Coordination, Documentation & Back-Office Support

2. Position Purpose

The Coordinator - Fundraising unit, will provide support by provide back-office support to KIRAN Society's fundraising activities and resource mobilization functions.

The position will co-ordinate Fr. Unit's activities with other programs and support departments/ functions to prepare and upload due-diligence documents, project reports, case studies of beneficiaries and donor communication. The position will work closely with programs/ dept., by drafting / updating content of programme brochures, flyers etc., and work with communication team to publish Hard/ Soft copy. The retail donations flow to the organisation should be tracked also with finance departments and appropriate receipts to be returned to donors.

The position will also involve tracking opportunities and uploading content on the, online/crowd fundraising by aligning with the 'KIRAN Strategy Document - 2027-2030'.

3. Key Responsibilities

3.1 Donor Due Diligence & Documentation

- Coordinate with different KIRAN departments for the collection and compilation of statutory, organisational, programme and financial documents required for donor due diligence.

- Maintain an updated repository of documents required by foreign funders, CSR donors and other institutional donors.
- Coordinate the preparation of organisational, programme and analytical information required for donor assessments.
- Ensure timely availability of documents and information required for donor due-diligence processes.
- Maintain proper records of submitted documents, pending requirements and renewal/update timelines.
- Coordinate with HR, Finance, Administration and programme departments for updated organisational information.

3.2 Fundraising Content & Communication

- Develop and coordinate fundraising-related content in consultation with programme and departmental teams.
- Coordinate with the Communication Team for the preparation of organisational profiles, brochures, presentations, project briefs, success stories and other fundraising materials.
- Ensure that programme data, organisational information and impact figures used in fundraising materials are accurate and updated.
- Support the development of donor-facing presentations and information materials as required.
- Maintain an organised repository of approved fundraising content and communication materials.

3.3 Online Fundraising Platforms

- Coordinate KIRAN's fundraising activities on platforms such as 'GiveIndia, GlobalGiving' and other relevant online fundraising/crowdfunding platforms.
- Coordinate the preparation and uploading of organisational and project information.
- Ensure that online fundraising profiles, project descriptions and related information remain updated.
- Coordinate with programme departments for photographs, beneficiary stories, impact information, project data and other required content.
- Follow up on pending information and updates required for online fundraising campaigns.

3.4 Corporate EOI & CSR Opportunities

- Review Expressions of Interest (EOIs), CSR opportunities and other relevant donor opportunity documents received from corporates and institutions.
- Maintain a tracker of fundraising opportunities, submission deadlines, responsibilities and status.
- Coordinate with relevant departments to compile information required for EOI and CSR submissions.
- Support the preparation and compilation of CSR due-diligence documentation.
- Coordinate with Finance, HR, Administration and programme teams for donor-specific information and supporting documents.

- Ensure timely internal follow-up for submission of EOIs and other fundraising opportunities.

3.5 Anchoring for Process of KIRAN Strategy Document- 2027-2030

- Jointly coordinate with the Fundraising Lead/Management in anchoring the process for development of the 'KIRAN Strategy Document 2027-2030'.
- Coordinate with programme and support departments for collection of departmental inputs, data, priorities and proposed interventions.
- Support the scheduling and organisation of meetings, consultations and discussions related to strategy development.
- Maintain records of discussions, inputs and relevant strategy-development documents.
- Support the consolidation and documentation of departmental inputs under the guidance of management and the Fundraising Lead.

3.6 Donor Reporting

- Coordinate the preparation of quarterly project reports for foreign funders, CSR donors and other institutional funders.
- Collect programme, financial, beneficiary and impact information from relevant departments.
- Coordinate with Finance & Accounts for financial information required for donor reports.
- Ensure that reports are compiled, reviewed and submitted within agreed timelines.
- Maintain a donor reporting calendar and tracker.
- Follow up with concerned departments regarding pending information required for reporting.

3.7 Retail Fundraising

- Support the development and coordination of content for retail fundraising campaigns and initiatives.
- Coordinate with programme and Communication Teams to develop beneficiary stories, impact narratives, campaign content and supporting materials.
- Support the preparation of fundraising appeals, campaign information and other donor-facing content.
- Coordinate with concerned teams to ensure that campaign information is accurate, appropriate and updated.

3.8 Coordination, Follow-up & Records Management

- Act as a central coordination point between the Fundraising/Resource Mobilisation function and different KIRAN departments.
- Follow up with concerned departments for pending information, documents and inputs.
- Maintain fundraising trackers, donor calendars, submission schedules and documentation records.
- Monitor assigned deadlines and provide timely reminders and follow-up.
- Maintain appropriate records of donor communications, submissions and supporting documents.

- Support the Fundraising Team in ensuring timely completion of assigned activities.
 - Perform any other Tasks assigned by the Head of Fundraising or Executive Director.
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4. Key Working Relationships

The position will work closely with:

- Head- Fundraising
 - Programme and Department Heads
 - Communication Team
 - Finance & Accounts Department
 - HR & Administration
 - Senior Management
 - External donors and CSR representatives
 - Online fundraising platforms and relevant external agencies, as required
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5. Required Qualifications & Experience

Educational Qualification

- Graduate degree in Management, Social Sciences, Development Studies, Communications, Business Administration or a related discipline.
- A postgraduate qualification in a relevant field will be an advantage.

Relevant Experience

- Relevant experience in NGO/development-sector fundraising, donor coordination, CSR, documentation, proposal development, reporting or programme coordination.
 - Experience in donor due diligence and institutional donor documentation will be preferred.
 - Experience of working with CSR donors, foreign funders or online fundraising platforms will be an advantage.
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6. Required Knowledge & Skills

- Good understanding of institutional donor and CSR due-diligence requirements.
- Strong written and verbal communication skills in English language
- Good report-writing and content-development skills in English language
- Strong documentation and coordination abilities.

- Good understanding of MS Office and Google Workspace.
 - Ability to work with online fundraising platforms and digital tools.
 - Ability to collect, organise and present information from multiple departments.
 - Strong follow-up and deadline-management skills.
 - Good understanding of the NGO/development sector.
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7. Desired Competencies

- Strong coordination and interpersonal skills
 - Excellent documentation and organisational skills
 - High attention to detail
 - Good written and professional English
 - Ability to develop clear, structured and donor-oriented content
 - Strong follow-up and deadline-management abilities
 - Teamwork and cross-departmental coordination
 - Ability to manage multiple assignments simultaneously
 - Confidentiality and professional integrity
 - Ability to work independently and collaboratively
 - Professional communication and stakeholder-management skills
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8. Accountability

The Coordinator will be responsible for ensuring timely coordination, documentation, follow-up and compilation of information related to assigned fundraising and donor-support activities.

The position will function under the overall guidance of the Senior Manager - Fundraising and will work collaboratively with concerned programme and support departments.

How to Apply

Interested candidates may send their **CV along with a cover letter** to hr@kiranvillage.org with the subject line:

- *Application for Coordinator - Fundraising unit – KIRAN Society*

Deadline for applications: 25th September 2025