

WinVinaya Foundation

Fund Mobilizer — Job Description

Bengaluru

Full-Time | Immediate

3–5 Years Experience

Role Type

Fund Mobilizer

Sector

Development / NGO

Reports To

Co-founder

CTC

Commensurate with fit

About WinVinaya Foundation

WinVinaya Foundation (WVF) is a Bengaluru-based charitable trust that transforms lives through digital skills, vocational training, and career development for persons with disabilities, women, and economically disadvantaged communities. Operating across Bengaluru and Tiruppur, WVF has impacted over 1,500 beneficiaries spanning 24 states. Its work sits at the intersection of technology, accessibility, and inclusive employment — partnering with leading corporates, government agencies, and civil society organisations.

WVF's integrated model of training, placement, and impact reporting gives the Fund Mobilizer a compelling and differentiated story to tell donors and funding partners.

Why This Role Matters

WVF is at an inflection point. With a clear 5-year strategy (2026–2031), an expanded programme portfolio, and growing demand from corporate and government funders, the organisation is actively building its fundraising muscle. This role is not a back-office grant-writing position — it is a front-facing strategic role that will directly determine WVF's capacity to scale its programmes and deepen its impact.

Role Overview

You will own WVF's fundraising pipeline end-to-end — from prospect research and proposal development to relationship stewardship and impact reporting. Working closely with the Co-founder and programme leads, you will build and execute a diversified, multi-year funding strategy across CSR, institutional grants, individual giving, and government schemes.

Key Responsibilities

Strategy & Pipeline

- Design and own WVF's annual and multi-year fund mobilization plan, aligned with programme priorities and organizational growth targets.
- Research, map, and maintain a live prospecting database covering HNIs, CSR departments, philanthropic trusts, bilateral/multilateral agencies, and government grant programmes (e.g. CSR Rule 4(2), FCRA-eligible sources, NABARD, DePwD schemes).
- Track pipeline health — prospects, proposals submitted, approvals, conversions, and renewal dates — with rigorous CRM discipline.

Proposals & Grants

- Write high-quality concept notes, grant proposals, and funding applications tailored to each donor's mandate, language, and reporting expectations.
- Develop customised partnership proposals for corporate CSR leads that directly map WVF's programmes to their stated CSR objectives.
- Collaborate with like-minded NGOs to create consortium proposals that amplify collective social impact and access larger grant pools.

Donor Relations & Stewardship

- Own the donor lifecycle — onboarding, engagement, impact updates, site visits, and renewal conversations.
- Represent WVF at fundraising events, donor conclaves, and sector conferences with confidence and credibility.
- Produce compelling donor communications — newsletters, impact briefs, stewardship reports — in collaboration with the communications team.

Compliance & Reporting

- Coordinate with programme and finance teams to ensure timely submission of utilisation certificates, compliance reports, and progress updates.
- Maintain full awareness of FCRA regulations, CSR compliance norms, and reporting obligations across all funding types.

Digital Fundraising

- Support and, over time, lead digital fundraising campaigns (crowdfunding, giving days, social media drives) in collaboration with the communications team.
- Continuously track sector trends in fundraising, donor behaviour, and technology tools to sharpen WVF's approach.

What We Are Looking For

Non-Negotiables

- 3–5 years of fundraising or resource mobilization experience in the development sector.
- Demonstrated track record of securing grants or CSR funding — not just supporting, but closing.
- Excellent written English; ability to write crisp, persuasive, and donor-appropriate proposals independently.
- Sound understanding of the Indian CSR landscape and FCRA compliance basics.
- Deep personal commitment to inclusive development and comfort working with a disability-focused mission.

Strong Advantages

- Prior exposure to disability, accessibility, or skilling programmes.
- Existing relationships with CSR leads or grant-making foundations in the Bengaluru / Karnataka ecosystem.
- Experience with CRM tools (Zoho, Salesforce, or equivalent) and online fundraising platforms.
- Proficiency in Kannada or Hindi in addition to English.
- Postgraduate degree in Social Work, Development Studies, Business Administration, or Communications.

Who Thrives in This Role

- You are self-directed — you build your own pipeline without waiting to be told.
- You can switch seamlessly between strategic thinking and deadline-driven execution.
- You communicate with warmth and precision — whether writing a grant proposal or sitting across from a CSR head.
- You treat compliance and reporting as relationship tools, not administrative burdens.

What We Offer

- A genuine seat at the table — the Fund Mobilizer reports directly to the Co-founder and has strategic input into programme priorities.
- A compelling, differentiated funding narrative backed by 13 years of organisational credibility and a proven track record of beneficiary outcomes.

- A values-led, DEI-committed workplace where your work is visibly connected to real beneficiary outcomes.
- Exposure to a wide range of donors — from individual philanthropists to government agencies and global foundations.
- Clear growth trajectory toward a senior Resource Mobilization or Partnerships leadership role as WVF scales.
- Compensation commensurate with experience and sector norms; flexibility given to candidates with outstanding fit.

Our Commitment to Diversity

WinVinaya Foundation is an equal opportunity employer. We particularly encourage applications from women, persons with disabilities, and candidates from underrepresented communities. Women looking to re-enter the workforce after a career break are warmly encouraged to apply — WVF has a strong track record of supporting such transitions.

Selection Process

1. Application screening — CV and a short cover note (max 300 words: why this role, one relevant win).
2. Writing assessment — a short proposal or concept note exercise to evaluate proposal quality and strategic thinking.
3. Interview with Co-founder and leadership team.
4. Final discussion — role fit, compensation, and joining timeline.

How to Apply

Send your CV and cover note to: Career@WinVinayaFoundation.org

Subject line: Fund Mobilizer Application — [Your Name]

Applications are reviewed on a rolling basis. Early applications are encouraged.

If you believe funding is a tool for equity — not just survival — we want to hear from you.