

## **JOB VACANCY**

**DESIGNATION:** PROGRAMME OFFICER

**LOCATION:** NEW DELHI

**LAST DATE FOR APPLYING:** 30<sup>th</sup> July, 2016

### **Major Roles and Responsibilities:**

#### **I. Planning and Budgeting:**

1. Coordination with the various teams within ADR and the NEW state chapters to plan and draft the quarterly and annual plans and budgets
2. Monitor organizational expenditure in accordance with the plans/budgets and in consultation with the Accounts and Admin Department on a quarterly basis
3. Support and guide preparation of plans and budgets from the state chapters of the National Election Watch. These can be plans for election relation campaigns (aimed at voter mobilization and building public opinion on issues of crime and money in elections or event specific)

#### **II. Donor relations:**

1. Developing an annual donor strategy and work plan including tracking and monitoring of both donors and prospects through all stages: identification; cultivation; partnership; renewal
2. Exploring and identifying newer prospects for funding
3. Preparing and presenting compelling funding proposals to prospective donors and developing and implementing cultivation strategies to turn potential donors into ADR supporters
4. Building a strategic, two way relationship with key donors, to ensure continued financial support
5. Communication and presentation of ADR's work to donors
6. Ensure regular submission of reports, work plans and other documents as per requirements to institutional and individual donors
7. Ensure institutional and individual donors are adequately informed about the organization's programmes, performance and achievements and that their queries are resolved on priority
8. Prepare project proposals and budgets for new donors whenever required

#### **III. Miscellaneous:**

1. Exploring avenues for potential awards for the organization
2. Ensuring timely submission of Award applications complete with necessary documentation at all stages of the application process
3. Represent the organization in various external fora.
4. Liaise with governmental and non-governmental bodies outside the NEW network
5. Support other organizational efforts in collaboration with different teams especially during various organizational events which are implemented jointly by all teams
6. Taking forward specialist projects as requested

**Reporting to:**

The Program Officer will report directly to the Head of the organization

**Required Qualification & Experience:**

Post Graduate preferably in any one of the Social Sciences with 6 to 8 years of related experience

**Additional Competencies:**

1. Driven and Motivated: The candidate will be required to understand the organization and its focus areas in depth and help the team and partners reflect the same in their efforts
2. Understanding and experience of the non-profit sector in the country
3. Excellent people skills as he/she will be required to liaise and coordinate with varied individuals and institutions
4. Team player with good coordination capacities to work in alignment with different teams within the organization and with various organizations in the NEW network
5. Multi-tasker with excellent written and verbal communication skills
6. Advanced knowledge of MS Office including Excel, Word, Power Point

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