

## Development Officer - Fundraising & Grant Writing

### Organisation's Profile

Transform Schools believes that every child must realise their full potential in school and life beyond. Critical learning experiences enable children to change the course of their life journeys, and impact their families and communities. These are essential for realising India's enormous human potential.

Our Mission - Transform Schools' mission is Improving learning outcomes for secondary school children in India.

Transform Schools encompasses of the following two affiliates:

1. People For Action is a charitable society registered in India for delivering grants and CSR projects through Foreign and local funds to improve learning outcomes for secondary-school children in India, through co-designed learning enhancement programmes & capacity strengthening of system actors.
2. The Transform Trust is a registered trust in India for delivering payment for outcomes and consultancy contracts that aims to support the large-scale implementation of education programmes in collaboration with training institutes, communities, policymakers, implementers, researchers, and other government and non-government organisations.

We believe education transforms lives.

### Organisation's Strategic Priorities

1. Scale our work to impact 20M children annually.  
By 2030, we aim to impact 20M children, reaching and sustaining to impact 25% of children in elementary and secondary government schools in India.

To achieve this, we prioritise core education outcomes and identification of ones that contribute to impact life beyond schools for children. We focus on the last five years of school and ages 13-18 years with special attention to government schools, vulnerable groups and geographies. These include but are not limited to girls, Dalits, Tribals, Aspirational districts and blocks. Our work is informed and aligned to SDG 4,5, & 10, global and national policy and evidence.

2. Produce long term measurable impact on
  - 2.1 Improved transition rates from primary to secondary
  - 2.2 More children staying in school & completing secondary school
  - 2.3 Reduced gender gap in educational attainment
  - 2.4 Improved student performanceWe establish these through appropriate robust internal, independent qualitative and quantitative approaches.
3. Establish long-term systemic interventions, partnerships and change focus to enable
  - 3.1 Rapid growth of our impact at scale work especially on student learning
  - 3.2 Build an innovations Institute to test and scale interventions
  - 3.3 Leverage our knowledge and expertise to establish sectoral leadership to inform policy and practice.

## Job Purpose

The Development Officer is responsible for researching, preparing, and submitting grant proposals to secure funding for Transform Schools. This role involves identifying potential grant opportunities, developing compelling proposals, and maintaining relationships with funders to support the organisation's mission and programmes.

The incumbent will primarily focus on the identification, cultivation, and stewarding of donors, and carefully nurture relationships with the identified target groups. They will refine the prospecting dashboard and conduct research on relevant foundations and corporations.

They will identify potential funding opportunities and compile initial drafts of proposals. Additionally, they will provide support to Communications' vertical and contribute to the overall fundraising efforts. Primary responsibilities of the role include proposal development, donor relationship and management and fundraising.

Transform Schools, People For Action is seeking an ambitious and energetic Development Officer to join the team!

<b>Reports to</b>	Deputy Director - Development
<b>Collaborates with</b>	Internally - Transform Schools Programme team, MERL team and Finance & Operations Team Externally – Indian and International Foundations and CSRs
<b>Job Location</b>	New Delhi
<b>Employment Contract Length</b>	Two-years fixed term contract (renewable)
<b>Compensation</b>	Circa INR 8L-9.5L lakhs per annum (on a cost-to-the-organisation basis) dependent on qualifications and experience.

## Key Responsibilities

### Grant Research and Identification

- Research & identify potential funding opportunities (grants, tenders, awards etc.) with institutional donors (including bilateral and multi-laterals), foundations and others
- Ability to study & comprehend alignments across key strategic themes that Transform Schools focuses on
- Build a strong understanding of programmes, initiatives and priorities and use it effectively for development of grant proposals

### Proposal Development:

- Develop and write grant proposals, including letters of inquiry, concept notes, proposals, and supporting documents, ensuring alignment with funder guidelines and requirements.
- Write/Develop persuasive grant proposals and accompanying documents and coordinate with the Programme and Finance team to develop budgets keeping in view the grant purpose, funding guidelines and related requirements.
- Craft compelling narratives that clearly articulate the organisation's mission, programmes, and impact.
- Collaborate with cross-functional teams & internal stakeholders (programme, finance, admin, etc.) to coordinate & gather relevant information and data for grant applications.
- Work with external funders/nodal points, build partnership and relationships, and join/attend networking meetings/events as may be required.

### Grant Management:

- Maintain a system of tracking pipeline of grant opportunities/proposals, monitoring progress on specific proposals development and ensuring adherence to deadlines.
- Periodically, evaluate the effectiveness of the proposal development process, capture learnings and suggest improvement areas.

- c. Undertake other responsibilities not outlined above which are commensurate with a role of this nature in the charitable sector and which have been discussed and agreed between line manager and incumbent

**Relationship Building:**

- a. Develop and maintain relationships with current and potential funders
- b. Communicate regularly with funders to provide updates on programs and projects
- c. Attend networking events, workshops, and conferences to build connections and stay updated on funding opportunities

**Internal Coordination**

- a. Work closely with the Deputy Director-Development and Programme Leads to align grant-seeking efforts with the organization's strategic priorities
- b. Provide regular updates to the team on grant activity and progress
- c. Assist in the development of fundraising strategies and campaigns as needed

**Essential Requirements**

1. Bachelor's degree in Education, English, Communications, Non-profit Management, or a related field.
2. Proven experience in grant writing, with a successful track record of securing funding for educational programs.
3. Excellent written and verbal communication skills, with the ability to articulate the impact of educational initiatives clearly.
4. Strong research and analytical skills, with a focus on education-related funding opportunities.
5. Ability to understand and articulate complex educational programmes and projects.
6. Proficiency in Microsoft Office and grant management software.
7. Strong organizational and time-management skills, with the ability to manage multiple projects and deadlines.

**Desirable Requirements**

1. Demonstrated ability in excellent writing and verbal communication skills in English with experience of proposal and report writing.
2. Graduation in fields like communication, journalism, social work or non-profit/social enterprise management will be preferred, from a reputed university. An advanced degree is desirable.
3. Minimum 4-5 years' experience of which at least 2 years have been in a leading role.
4. Strong research and analytical skills to identify funding opportunities, organise information and be able to use technology/tools relevant for the role.
5. Ability to work effectively between teams as well as independently.
6. Proficiency in using technology platforms and tools (MS Office mainly WORD, EXCEL, PPT).
7. Open to travel within the city and outstation.
8. Ability to work in a demanding and result-oriented environment.
9. Self-motivated and solution/result oriented

**Essential Competencies**

<b>Technical Competencies</b>	<p>Is able to proactively identify key fundraising opportunities and align them with organisational goals through secondary research and ecosystem mapping</p> <p>Supports the development of multi-year fundraising strategies that align with organisational goals and anticipates sectoral trends</p> <p>Independently develops customised, high-quality grant proposals aligned with donor priorities and organisational objectives</p> <p>Uses advanced tools and techniques (e.g., CRM systems) to identify and prioritise high-value prospects</p> <p>Evocative writing: has the ability to make donors feel the importance and urgency of the issue at hand by crafting narratives that are compelling, informative and emotional</p>
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<p>Leadership Competencies</p>	<p>Leads the development and implementation of the fundraising strategy and ensures the alignment with organisational plans, targets and values</p> <p>Supports and develops the delivery of activities that enhances supporters and stakeholder satisfaction, engagement and positive experiences</p> <p>Thinks operationally and understands strategic planning and contributes to the development of the organisation's strategy where appropriate</p>
<p>Execution Competencies</p>	<p>Can articulate own and team plans, understands and can explain the organisation's strategic priorities with both internal and external stakeholders</p> <p>Is able to gather information through research and understands the development of best practice based on evidence</p> <p>Analyses data and research on supporters and environments to form insights. Shares the research material and insights in a positive and appropriate way.</p> <p>Works collaboratively with colleagues, functional heads and managers to promote and meet donor needs.</p> <p>Has a nuanced understanding of organisation's history and needs of the community served, and seeks out opportunities to deepen or expand that knowledge</p>

**How to Apply:**

1. Only candidates meeting the above requirements may send their application consisting of a cover letter mentioning why they think they are suitable for the role and an up-to-date CV by e-mail to [connect@peopleforaction.org](mailto:connect@peopleforaction.org) and cc [Divya@peopleforaction.org](mailto:Divya@peopleforaction.org)
2. In order to ensure that your application is sorted correctly, please clearly indicate the title of the post in the subject line of your e-mail/application.
3. Please note that the shortlisting will be done on a rolling basis.

Transform Schools is an equal opportunity provider and does not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability and marital status.

<https://www.transformschools.in> | Twitter: [@TransformEdu](https://twitter.com/TransformEdu) | LinkedIn: [Transform-schools1909](https://www.linkedin.com/company/Transform-schools1909)

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