



Position: Fundraising Lead

Base Location: Karta Initiative India Foundation Office, Noida, Uttar Pradesh

KIIF's Office Location: B-33, Sector - 40, Noida, Uttar Pradesh, India

Employment Type: Full-time | Noida-based with extensive field travel across India

Duration of the Contract: 12 months (renewable based on performance review)

Experience Required: 5–10 years

About Karta Initiative India Foundation (KIIF)

Karta Initiative India Foundation is committed to enabling talented young people from under-served backgrounds to access transformative higher education opportunities and build pathways to leadership. Through partnerships, mentorship and systemic engagement, we aim to unlock potential and create equitable access to education and career opportunities.

About the Role:

KIIF is looking for a dynamic, mission-driven and entrepreneurial **Fundraising Lead** who can help build a strong, diversified and sustainable resource mobilisation ecosystem for the organisation and contribute to its long-term institutional growth.

The Fundraising Lead will play a **key role in developing and strengthening KIIF's fundraising and resource mobilisation efforts**. The role will be responsible for identifying and cultivating institutional donors, CSR partners, foundations and philanthropic organizations; developing high-quality proposals and concept notes; managing the fundraising pipeline; strengthening donor relationships; and supporting grant acquisition, management and reporting.

Key Responsibilities Areas:

1. Fundraising Strategy & Planning

- Develop and implement KIIF's annual fundraising and resource mobilisation strategy aligned with the organisation's education and youth-development priorities.
- Set fundraising targets, timelines and priorities; maintain a diversified and sustainable fundraising pipeline across institutional donors, CSR partners, foundations and philanthropic organisations.
- Track fundraising progress, identify gaps and recommend new approaches to strengthen KIIF's long-term financial sustainability.

2. Institutional, Grant & CSR Fundraising

- Identify, research and cultivate potential institutional donors, foundations, CSR partners and philanthropic organisations; assess their priorities and align them with KIIF's programmes.
- Lead the preparation and submission of high-quality proposals, concept notes, budgets, grant applications and expressions of interest, ensuring strong programme and financial narratives.
- Support grant acquisition, negotiations, renewals and budget discussions, while ensuring alignment between donor requirements and KIIF's programme objectives.



3. Donor & Funder Relationship Management

- Build and maintain strong, professional and long-term relationships with donors, CSR partners and funding organisations, including regular communication and engagement.
- Coordinate donor meetings, presentations, updates and visits, and ensure timely sharing of progress reports, impact stories, utilisation updates and other donor requirements.
- Maintain accurate records of donor commitments, communication, reporting deadlines and renewal opportunities through appropriate CRM/MIS systems.

4. Cross-functional Collaboration

- Work closely with the Program, Finance, Leadership and Communications teams to develop strong funding proposals, budgets, impact narratives and donor reports, ensuring that fundraising commitments are aligned with KIIF's programme priorities and organisational capacity.
- Coordinate internally to gather programme data, financial information, impact evidence and success stories required for proposals, donor reporting & fundraising communications.
- Support the organisation in strengthening its fundraising systems, documentation, impact communication and institutional readiness for engaging with diverse funding partners.

5. Additional Responsibilities

- Undertake any other duties and responsibilities as assigned by the supervisor or senior management team to support the mission and goals of the organisation.
- Be flexible to travel to programme sites or events as required, contribute to the on-ground impact of Karta's programmes and represent KIIF at relevant external forums, donor meetings and partnership engagements.

What we are looking for:

- **A Bachelor's degree in a STEM-related discipline is mandatory. Candidates must hold a strong undergraduate degree in a STEM field, including Mathematics, Physics, Chemistry, Biology, Engineering, or Technology, to be eligible to apply.**
- **A Master's degree or PhD in Statistics, Social Sciences, Economics, Public Policy, Development Studies or Education, or a related discipline is highly desirable.**
- **5–10 years of relevant professional experience** in fundraising, resource mobilisation, business development, partnerships, CSR engagement, grant management or institutional development.
- Strong quantitative and qualitative research skills.
- Proficiency in data analysis software. (SPSS, STATA, R, or Advanced Excel)
- Familiarity with digital data collection tools. (KoboToolbox, SurveyCTO, Epicollect5, etc.)
- Familiarity with PowerBI, Tableau, or other data visualization tools.
- Excellent report writing, presentation and communication skills.
- Strong values of compassion, integrity and resilience with exceptional people skills, multi-dimensional personality, go getters and entrepreneurial in nature.
- Firm belief in constitutional values of **secularism, equality and fraternity**.
- Has scientific temperament and critical thinking.
- Non-linear thinker, institution builder, action-oriented mindset with a hands-on approach.



- Has the mindset and capacity to turn empathy into action.
- Willingness to travel extensively to remote rural areas for a minimum of **150 days per year**, with minimal supervision. Travel Reimbursement: All official travel expenses reimbursed as per KIIF policy.
- Ability to work collaboratively in diverse teams and adapt to a fast-paced environment.
- Based in Delhi/NCR or willing to relocate.
- Long-term outlook and willingness to commit **3–5 years** to the organization.
- Excellent verbal and written communication, problem-solving and presentation skills.
- Can go beyond the call of duty and put the cause before self.

Desirable Skills:

- **Experience in the higher education or youth development sector and/or working within the university ecosystem is highly preferred.**
- Knowledge of impact evaluation methodologies. (RCTs, Quasi-experimental Designs)
- Experience with donor-funded program reporting.

Personal Attributes:

- Strong analytical mindset and attention to detail.
- Commitment to equity, inclusion and youth empowerment.
- Proactive, adaptable and solution-oriented.
- Ability to balance fieldwork with desk-based analysis.

What We Offer:

- Opportunity to contribute to systemic change in education and youth leadership.
- A collaborative, mission-driven work environment.
- Professional growth through exposure to diverse programs and global networks.
- Competitive salary package commensurate with experience.

Compensation Offered:

The position offers a gross compensation in the range of Rs. 10 lakhs to Rs. 15 lakhs. The compensation offered to the selected candidate will be determined based on their qualifications, relevant quality experience and demonstrated competencies.

Medical Insurance Benefits:

Comprehensive medical insurance (Rs. 5 lakhs cover) for self, spouse and dependents (parents and children, if any), plus an accident policy (Rs. 5 lakhs cover).

Application Process:

If you are passionate about making a difference and have the requisite experience, we would love to hear from you.

Apply here: Please fill the following google form: <https://forms.gle/UnKbDtAkk99q3v488>. We look forward to reviewing your applications and getting in touch with the most qualified candidates.

Deadline: Apply immediately.