**Job Title: Senior Executive – Donor Engagements**

**Reports to:** Assistant Manager

**Job Summary:** The Senior Executive will report directly to the Assistant Manager and will be responsible for various aspects of donor engagement, database management, volunteer coordination specifically for IDD team, fundraising support, problem resolution, and contributing to projects using Canva.

**Key Responsibilities:**

1. **Donor Engagement:**
	* Maintain regular communication with donors.
	* Manage donation receipts and acknowledge contributions promptly.
	* Nurture and strengthen donor relationships through personalized interactions.
2. **Database Management:**
	* Coordinate and update donor servicing/spreadsheets.
	* Maintain accuracy and integrity of donation portals and related databases.
3. **Volunteer Coordination:**
	* Schedule and organize volunteer activities efficiently.
	* Ensure volunteers are briefed and supported during their activities.
4. **Fundraising Support:**
	* Assist in organizing fundraising activities.
	* Support initiatives such as the "One Million Steps Challenge" and track participant progress.
	* Provide logistical and administrative support to ensure successful fundraising events.
5. **Problem Resolution:**
	* Screen calls and respond to inquiries from donors and volunteers.
	* Update and maintain systems to ensure smooth operations and timely resolution of issues.
6. **Canva Work:**
	* Contribute to projects using Canva to create visually appealing materials.
	* Collaborate with the team to design assets that support fundraising and donor engagement efforts.

**Qualifications:**

* Bachelor's degree in a relevant field (preferred).
* Proven experience in donor relations, fundraising, or related fields.
* Strong organizational skills with attention to detail.
* Excellent communication and interpersonal skills.
* **Excellent Excel skills** with the ability to manage and analyze data effectively.
* Proficiency in Microsoft Office suite and familiarity with database management.
* Experience with Canva or similar design tools (preferred).

**Attributes:**

* Ability to work independently and as part of a team.
* Strong problem-solving abilities and a proactive approach to challenges.
* Commitment to the organization’s mission and values.
* Flexibility to adapt to changing priorities and deadlines.

**Location:** In campus, Dhunela, Sohna.