

ROLE PROFILE

Development Manager - Fundraising

ALLIANCE FOR AN ENERGY EFFICIENT ECONOMY

Alliance for an Energy Efficient Economy (AEEE) supports policy implementation and enables the energy efficiency market with a not-for-profit motive. AEEE promotes energy efficiency as a resource and collaborates with industry and government to transform the market for energy-efficient products and services, thereby contributing toward meeting India's goals on energy security, clean energy, and climate change. AEEE collaborates with diverse stakeholders such as policymakers, government officials, businesses and industries, consumers, researchers, and civil society organizations. We encourage you to check out some of our flagship initiatives, such as the [India Cooling Action Plan](#), [Solar Decathlon India](#), [State Energy efficiency Index](#), and [our publications](#).

ABOUT THE ROLE

The Development Manager – Fund Raising will work with the Director – Membership, Alliances, and Partnership to identify, design, develop and implement non-FCRA funding opportunities for AEEE. This role will involve fundraising for AEEE's flagship events, research-backed programs, and sub-national activities, CSR initiatives, training, etc. Key stakeholder management:

- AEEE member organisations for sponsorships, CSR, and syndicated research opportunities
- Indian Donors - primarily focussed on philanthropies, family trusts, UHNIs, etc.
- Global Donors – Multilateral, bilateral organisations, foundations, and others, by ensuring regular communications and adherence to reporting timelines.

DETAILS OF THE ROLE

Designation	Development Manager - Fundraising
Reporting Matrix	Director – Marketing
Job Family (Specific sub-function)	Communications & PR
Location (City name)	New Delhi, India
Employment type	Full-Time

RESPONSIBILITIES | Fundraising

- Lead in the development, management, and implementation of Institutional fundraising strategy, along with the Director(s)
- Build a sustainable pipeline of potential funders – corporate CSR, Indian philanthropic organisations, Indian offices of global MBOs, CSOs, etc.
- Compile and maintain a database of international and local donor organisations
- Ensure sponsorship for flagship AEEE events like FEED, ENERGISE & SDI
- Develop letters of interest, lead RFP submissions, grant applications, proposals, award applications, etc.
- Liaise with all verticals within AEEE to collect and present relevant information to stakeholders
- Regularly monitor donor websites and identify and inform opportunities matching the work of the organisation
- Assist the Director(s) in writing concept notes, project ideas, and proposals and ensure their timely submission
- Assist the Director(s) in developing business plans to generate income from various sources
- Improve and develop communications material for the organisation - such as brochures, website, annual report, etc. Implementing a variety of marketing strategies and promotional campaigns.
- Organizing and attending non-profit events and networking with relevant stakeholders.

Membership:

- Work under the direction of the Director to develop and support the implementation of AEEE's membership engagement plans
- Explore CSR opportunities and co-creation of white papers & syndicated research
- Sponsorship opportunities for AEEE Events and help organise flagship events
- Monetize AEEE's training programs

Partnership development and coordination:

- Support the Director with existing partnerships with key relevant industry associations, peer CSOs, foundations, etc., contributing to effective stewardship and delivery of partnership agreements
- Explore joint activities and events like conferences and conclaves, promoting each other activities, etc., along with the Communications Manager.
- Support the Director in identifying and developing prospective partnerships



Training

- Support the development of AEEE's thematic and/or regional training offers by working closely with verticals and developing strategic relationships with relevant sub-national stakeholders and corporates. Help identify and deliver innovative training services
- Manage specific tailor-made training as requested by Members, ranging from short-term training workshops to longer-term training and facilitation.
- Marketing and fundraising for all training-related services, including curated training offers, scheduled trainings, and new initiatives
- Help develop and implement a business plan for training

Development Manager requirements:

- Bachelor's degree in any related field (preferably an MBA/Master's degree)
- Success track record and excellent understanding of fundraising with at least 8+ years of progressive experience in a membership-based organisation/international organisation managing fundraising and stakeholder relations
- Good understanding of the developmental sector ecosystem and strong connections with key stakeholders in the sustainability space -- with the sustainability heads of large Indian corporates and other leading civil society organisations
- Should be comfortable with handling stretched revenue targets
- Able to work independently and creatively
- Excited by being part of a growing and rapidly developing organisation
- Knowledge and interest in Energy Efficiency (EE), decarbonisation, and Sustainability will be desirable
- Excellent communication skills: Both verbal and written communication skills are important for the role of a fundraising manager. You will also need to build long-term relationships with potential donors or volunteers and persuasively explain AEEE's vision to them
- Research skills: You will need to be good at researching and devising strategies, as well as spotting and taking advantage of donation opportunities
- People management abilities: You need to be adept at managing others, whether they be in your team, in the wider organisation, or partners. Good team player



**ACADEMIC
QUALIFICATIONS
AND EXPERIENCE
REQUIRED FOR
THE ROLE**

Qualifications:

- Bachelors' degree in any related field. Applicants with an MBA/ Masters' shall be preferred.

Experience:

- Minimum eight years of progressive experience in a membership-based organisation/ international organisation managing fund-raising and stakeholder relations;
- Good understanding of the developmental sector ecosystem, and strong connections with key stakeholders in the sustainability space, such as the sustainability heads of large Indian corporates and other leading civil society organizations;
- Comfortable handling 'stretch' revenue targets.

Skills and Competencies:

- Strong understanding of membership and fundraising;
- Successful track record of developing strong relationships with member organizations and/or clients, prospects, and stakeholders;
- Ability to work independently and creatively;
- Knowledge and/or interest in Energy Efficiency (EE) and Sustainability;
- Excellent communication skills, both verbal and written. (Note: Communication skills are important for the DM-MF who will need to build long-term relationships with potential donors, partners, or volunteers and persuasively explain AEEE's vision to them);
- Research Skills: The applicant should be good at researching and devising strategies, as well as spotting and taking advantage of donation opportunities;
- People Management Abilities: The applicant should be adept at managing others, whether they are in her/his team, or in the wider organization, or partners;
- Sound knowledge of the developmental sector in India.

**WHAT AEEE
OFFERS YOU**

- This is an exciting time to join a growing AEEE team at our LEED Platinum-certified office in New Delhi.
- We advocate for data-driven and evidence-based energy efficiency policies that will unleash innovation and entrepreneurship within the country to create an energy-efficient economy.
- We hold **Respect** for all, **Integrity** at all times, **Synergy** within AEEE and **Excellence** at work (RISE) as our core values and central to building a unique culture.



- We provide a dynamic and progressive environment with opportunities to grow professionally and personally while contributing to the country's progress.
- At AEEE, you will work with, learn from, and grow alongside a high-performing and diverse team in which everyone is committed to developing themselves and others.
- We have a strong commitment to our people and strive to live by our values as we listen, learn and provide equal opportunities to young and experienced staffers, and technical, support function, and individual contributors

HOW TO APPLY | If you believe you meet the criteria listed above and would like to be part of the dynamic AEEE team, we would love to hear from you. Please share your updated resume at jobs@aeee.in

