

JOB DESCRIPTION

Position	Assistant Manager- Resource Mobilisation (Finance and Compliance)
Work Location	Mumbai
Employment	Payroll

About ARMMAN

Founded in 2008, ARMMAN is a non-profit leveraging mobile health (mHealth) technology to create scalable, cost-effective, equity-based and gender-transformative, non-linear, systemic solutions to reduce maternal and child mortality and morbidity in India. We work directly with pregnant women and mothers to improve their health seeking behaviour while building capacities of health workers at all levels to ensure efficient antenatal and childhood care, and timely diagnosis, management and referral of high-risk conditions during pregnancy and infancy.

We adopt a “tech plus touch” approach leveraging the deep mobile penetration in the country, along with existing health worker networks of the government and partner NGOs to improve health outcomes.

- Interventions implemented by ARMMAN have reached over 80+million women and 540,000 health workers across 27 states to date.
- ARMMAN has received several awards and honours including the Skoll Award for Social Entrepreneurship 2020 and MIT Elevate Prize 2021, as well as grants from Co-Impact, Google.org, USAID, and others.

Role Overview

The Assistant Manager – Resource Mobilisation (Finance & Compliance) will support in managing the financial and compliance aspects of donations and grants. The role will assist in preparing grant budgets, tracking fund utilisation, maintaining donor and grant-related documentation, supporting donor financial reporting, and coordinating for internal and statutory audits. The position will also support the maintenance of donor databases through digital platforms such as Zoho CRM and work closely with the Resource Mobilisation, Finance, and Programme teams to ensure timely compliance, accurate record-keeping, and smooth execution of grant management processes.

Roles and Responsibilities

- Support donor due diligence processes and financial assessments.
- Accurately enter and maintain donor leads, proposals, and grant data into the donor management system, ensuring data integrity and timely updates.
- Regularly update and maintain ARMMAN’s organisational profile, programme details, and documents on donor-facing and credibility platforms (e.g., Guidestar/Candid, GiveIndia etc), ensuring information is accurate and up to date to support visibility, outreach, and fundraising readiness.
- Sharing donation receipts with the funder and maintaining records.
- Assist in preparing project budgets and financial inputs for grant proposals, including budget structuring, phasing, and alignment with donor requirements. Act as the first point of contact for programme teams on budget-related queries.
- Maintain a repository of compliance-related documentation, including FCRA, Income Tax, 80G/12A, and CSR-related records. Act as the first point of contact for basic compliance queries from internal teams and donors, sharing relevant documents and certificates as required in a timely manner.
- Assist in compiling data and documents for internal, statutory, and donor audits.

- Supporting donors and the ARMMAN finance team with the necessary information to facilitate the transfer of funds.
- Track grant-wise budgets, expenditures, and fund utilisation and Flag deviations or delays in reporting to the reporting manager.
- Support documentation of SOPs, templates, and financial guidelines for fundraising and compliance.

Qualification & Skills

- Understanding grant management processes; awareness of donor compliance requirements; understanding of programme implementation and reporting cycles—ability to coordinate with programme and finance teams effectively.
- Personal efficiency, time management skills and the ability to prioritise competing demands are key.
- Strong documentation and record-management skills; ability to prioritise tasks and ensure timely follow-up.
- Excellent verbal and written English & Hindi language communication skills; Strong writing and editing skills, with a high-level of attention to detail; Able to read and interpret complex documents, ability to draft emails, and financial documentation clearly and professionally; ability to coordinate with internal teams and external stakeholders; strong interpersonal and follow-up skills.
- Knowledge of budgeting, financial tracking, grant compliance, audit coordination, and donor reporting; understanding of statutory and donor compliance requirements; ability to analyse financial data and prepare utilisation reports and reconciliations.
- Proficiency in Excel, Google Sheets and financial management systems; familiarity with CRM tools (preferably Zoho CRM) is an advantage.
- Degree in Accounting, Finance, CFA, Social Work, or relevant qualifications with at least 3 years of experience in working in social and/or development sector
- Knowledge of compliances and donor regulations, e.g., FCRA, 80G, 12A.
- Strong working knowledge of budgeting, financial tracking, and grant utilisation.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use “Assistant Manager Resource Mobilisation - Mumbai” as the subject line for the application mail.