

JOB DESCRIPTION

Position	Sr. Manager HNI & Philanthropy
Work Location	Delhi/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 554,592 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 Senior Manager – HNI & Philanthropy will build and manage a portfolio of High Net Worth and Ultra High Net Worth individual donors and family foundations, with a focus on securing major gifts and multi-year philanthropic commitments for ARMMAN. Reporting to the Director of Resource Mobilisation & Communication, the role will own the full donor lifecycle — from prospect research and cultivation through solicitation, gift closure, and stewardship. In addition to domestic HNI fundraising, the incumbent will support the Director in making inroads into the Indian diaspora community in the USA and UK — identifying and cultivating diaspora philanthropists through outreach, networking, and participation in relevant conferences and events. The incumbent will work closely with senior leadership and board members as cultivation partners, and will collaborate with the Communications team to develop high-quality donor-facing materials.

Roles and Responsibilities

1. Prospect Research & Pipeline Development

- Research and map India's HNI/UHNI landscape to identify individuals and family foundations aligned with ARMMAN's health, technology, and women's empowerment mission.
- Develop and maintain a prioritised pipeline of 50+ qualified HNI/UHNI prospects with clear engagement timelines, ask strategies, and revenue projections.
- Work with the Director and senior leadership to leverage existing organisational networks and identify warm introduction pathways.

2. Donor Cultivation

- Design and execute personalised cultivation plans for each major donor prospect, including

site visits, impact briefings, peer convenings, and tailored communications.

- Manage the full donor journey from initial outreach through cultivation, solicitation, gift closure, and long-term stewardship.
- Engage senior leadership, board members, and program champions as cultivation partners in appropriate conversations.

3. Major Gift Solicitation

- Develop tailored ask packages (including philanthropic proposals, impact decks, and gift agreements) for major and principal gift prospects.
- Solicit gifts in the range of INR 25 lakhs to several crores, with appropriate multi-year giving structures.
- Negotiate gift terms including restricted vs. unrestricted arrangements, recognition frameworks, and reporting commitments.
- Ensure smooth and timely gift processing in coordination with Finance, including receipts and documentation.

4. Donor Stewardship

- Manage and grow a portfolio of existing HNI donors and individual supporters, ensuring high engagement, retention, and gift upgrading over time.
- Develop a stewardship calendar with personalised touchpoints — thank-you communications, impact updates, annual meetings, and recognition events.
- Work with the Communications team to develop bespoke donor-facing materials including impact reports, impact videos, and digital assets.

5. Events & Cultivation Platforms

- Conceptualise and execute high-value donor engagement events — intimate dinners, leadership forums, field visits — designed to deepen relationships and open new conversations.
- Represent ARMMAN at philanthropy forums, HNI networks, and sectoral convenings to build organisational visibility and identify new prospects.
- Work with the Communications team to develop bespoke donor-facing materials including impact reports, impact videos, and digital assets.
- Partner with the Communications team to ensure events are well-branded and produce strong follow-up materials.

6. Diaspora & International Philanthropy

- Support the Director in building ARMMAN's presence and credibility within the Indian diaspora philanthropic community in the USA and UK.
- Research and identify diaspora HNIs, UHNIs, and diaspora-led family foundations with an interest in India-focused health and social impact causes.
- Cultivate and steward relationships with diaspora donors through personalised outreach, impact communications, and virtual and in-person engagement
- Work with the Director to develop diaspora-specific fundraising materials and pitches that speak to the giving motivations and international giving structures relevant to this audience
- Track diaspora prospect pipeline and donor relationships in the CRM, with clear next steps and revenue projections.

7. Tracking & Reporting

- Maintain accurate and up-to-date records in ARMMAN's CRM — donor interactions, pipeline status, gift history, and revenue forecasts
- Provide regular pipeline and revenue reports to the Director, with progress against monthly and quarterly targets.
- Set, own, and track annual HNI fundraising revenue targets with clear quarterly milestones.

Qualification & Skills

1. Education

- Graduate degree required; postgraduate in Management, Social Work, or related field preferred.

2. Experience

- Minimum 7–10 years of relevant experience in major gift fundraising, HNI relationship management, private wealth advisory, or family office engagement. Documented track record of closing significant gifts or financial transactions from HNI individuals.

3. Technical Expertise

- Knowledge of donor pipeline management, gift processing, and financial tracking relevant to individual philanthropy.
- Familiarity with generative AI tools (e.g., ChatGPT, Claude) to improve efficiency in research, writing, and communications, applied with critical judgment and adherence to donor confidentiality standards.

4. Organisational Skills

- Structured pipeline management, disciplined CRM usage, and ability to track and advance multiple donor relationships simultaneously. High personal accountability for revenue targets and milestone tracking.
- Familiarity with India's HNI and UHNI philanthropic landscape, including key family foundations, giving networks (e.g., GivingPi, Dasra Giving Circles, AIP), and individual philanthropists active in health, education, and women's empowerment. Awareness of the Indian diaspora philanthropic community in the USA and UK — including diaspora giving networks, NRI philanthropy trends, and relevant international giving vehicles — is a strong advantage. Understanding of global health or development missions is an advantage.
- Exceptional interpersonal skills with the ability to build authentic, trust-based relationships at the highest levels of India's business and philanthropic communities. Emotional intelligence, patience for long cultivation cycles, and the social fluency to engage with diverse personalities.
- Deep understanding of institutional funding cycles, grant processes, and donor relationship management. Ability to manage a large and complex portfolio of bilateral, multilateral, and foundation donors independently. Experience in pipeline development, solicitation, and multi-year grant renewals.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use "Sr. Manager HNI and Philanthropy -Delhi/Mumbai" the subject line for the application mail.