

JOB DESCRIPTION

Position	Senior Manager – Institutional Fundraising
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 – Institutional Fundraising will be responsible for managing and growing ARMMAN's institutional donor portfolio, which constitutes approximately 80% of organisational revenue. Reporting to the Director of Resource Mobilisation & Communication, the role will own the full grant lifecycle, from prospect identification and proposal development to donor stewardship, compliance reporting, and renewals. The incumbent will work closely with Program, Finance, and Research teams to ensure timely, accurate, and compelling donor engagement across bilateral agencies, multilateral foundations, corporate foundations, and international family foundations.

Roles and Responsibilities

1. Donor Relationship Management

- Serve as the primary relationship manager for ARMMAN's key institutional donor accounts — bilateral agencies, multilateral foundations, corporate foundations, and international NGOs.
- Maintain a high-engagement donor calendar including reporting touchpoints, impact updates, site visits, and renewal conversations
- Ensure timely and high-quality submission of all donor reports, progress updates, and compliance documentation
- Proactively identify risks to existing grant relationships and flag to the Director with recommended mitigation.

2. New Business Development

- Research and map prospective institutional donors aligned with ARMMAN's health and technology mission; maintain a prioritised prospect list.
- Lead end-to-end pursuit of new funding opportunities: concept note development,

proposal writing, budget preparation, and contract negotiation.

- Collaborate with Program and Research teams to develop evidence-based, funder-aligned proposals.
- Build and maintain a live funding pipeline with clear conversion milestones, probability weightings, and revenue forecasts.

3. Grants & Proposals

- Develop high-quality grant proposals, letters of inquiry, concept notes, and interim/final reports for a range of institutional funders.
- Work with the Finance team to prepare accurate grant budgets aligned with donor requirements and ARMMAN's financial policies.
- Maintain a master grants calendar tracking all application deadlines, report submissions, and renewal timelines.

4. Compliance & Documentation

- Maintain a comprehensive repository of grant agreements, compliance documents, and correspondence for all active and pipeline donors.
- Ensure all grants are managed in accordance with donor requirements and applicable Indian regulations (FCRA, 80G/12A).
- Coordinate with Finance for fund utilisation tracking, reconciliations, and audit support as required.

5. Team Management

- Directly manage, guide, and develop two team members — a Resource Mobilisation Manager and a Donor Analyst — providing clear direction, regular feedback, and ongoing support.
- Delegate tasks effectively across the team, ensuring workloads are well-distributed and aligned to individual strengths and development goals
- Conduct regular one-on-ones and performance reviews, setting clear goals and tracking progress against them.
- Build team capacity in grant writing, donor research, CRM management, and compliance — reducing dependence on the Senior Manager for routine tasks over time.

6. Strategy & Sector

- Contribute to the annual Resource Mobilisation strategy, setting institutional fundraising targets and identifying growth levers.
- Monitor funding landscape trends, government health priorities, and donor strategies to identify new opportunities.
- Provide regular pipeline and portfolio updates to the Director and leadership team.
- Represent ARMMAN at relevant conferences, donor convenings, and sector forums.

Qualification & Skills

1. Education

- Postgraduate degree in International Development, Public Health, Social Work, Management, or a related field.

2. Experience

- Minimum 7–10 years of experience in institutional fundraising or grants management in the social/development sector. Documented track record of securing grants from bilateral or multilateral donors.

3. Technical Skills

- Knowledge of grant budgeting, financial tracking, donor compliance requirements, and utilisation reporting. Familiarity with FCRA, 80G/12A regulations and their implications for international funding preferred.

4. Organisational Skills

- Strong ability to manage a grants calendar with multiple simultaneous deadlines. High personal efficiency, structured record-keeping, and the ability to prioritise competing demands without missing deliverables.
- 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.
- Exceptional written English with a demonstrated ability to craft compelling grant proposals, concept notes, letters of inquiry, and donor reports. Ability to translate complex programmatic and research content into clear, funder-appropriate narratives. Strong editing and attention to detail.
- Ability to manage, mentor, and develop a small team. Experience supervising junior professionals, delegating effectively, providing constructive feedback, and building team capacity. Comfortable holding the team accountable to quality standards and deadlines while fostering a collaborative working environment.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use “Sr. Manager Institutional Fundraising -Delhi/Mumbai” the subject line for the application mail.