

## **THE LEPROSY MISSION TRUST INDIA (TLMTI)**

**Job Title: HEAD - PROJECT DEVELOPMENT**

**Number of Positions: 1**

**Place of Posting: Delhi**

**Reporting to: Director - Operations**

### **Background of the Organisation:**

The Leprosy Mission Trust India (TLMTI) established 1874, is the largest Non-Governmental Organization (NGO) in India, working with and for persons affected by leprosy, disability and other marginalised communities for over 143 years, in the areas of health, education, sustainable livelihoods, community development, advocacy and research. TLMTI has 14 hospitals, 6 Vocational Training Institutes, a state of the art Research Laboratory, 5 small residential facilities (Snehalayas) for the care of elderly leprosy disabled people, and community based development projects across 9 states in the country. TLMTI also supports the National Leprosy Eradication Program.

### **Role Summary**

The Head - Project Development would be responsible for developing partnerships and leading resource mobilization with current / new and potential donors in co-ordination with the program and project development team. He / She would be responsible for Grant Acquisitions from Public Sector Undertakings, Corporates, Financial Institutions & Institutional Donors such as Trusts / Foundations / Multilateral & Bilateral Agencies / Embassies and Consortia.

The Head – Project Development will be required to perform under fixed targets agreed with the management.

### **Generic Role**

- Lead and further grow TLMTI's resource mobilisation efforts, taking both the existing and new methods to scale to increase funding.
- Represent TLMTI externally and build relationship and visibility of TLMTI with Donor community.
- Be part of the Operations Team consisting of various Domain Heads and the Senior Management Team for collective leadership and team work to achieve the objectives of the organisation.

### **Role Specification**

- Knowledge of the corporate and institutional funding environment to support and grow the program and financial sustainability of the organisation.

- Develop/review the grant acquisition strategy to grow the corporate and institutional fund raising in the next 3 to 5 years to meet the programmatic needs for sustainability and growth of the organisation.
- Plan, strategize, coordinate and be accountable for corporate/institutional fundraising targets and budgets.
- Lead and supervise the Project Development Team for optimum productivity and performance including fixing targets and monitoring achievement of the same.
- Facilitate a system at various TLMTI units and support their efforts through necessary Fundraising materials and ideas, including capacity building of personnel at TLMTI units.
- Maintain regular contact with donors and act as a professional contact for them.

### **Primary Responsibility**

- Undertake regular scanning of institutional funders Public Sector Undertakings, Corporates, Financial Institutions & Institutional Donors such as Trusts / Foundations / Multilateral & Bilateral Agencies / Embassies and Consortia; private and public-sector undertakings for corporate social responsibility to identify their thematic priorities and match with our programme requirements.
- Lead and ideate new project concepts and develop proposals for institutional and corporate funding, ensuring their development and timely submission in close association with program teams.
- Develop a business development framework around TLMTI key giving products for Corporates.
- Negotiate with prospective donors (corporates and institutional funders) for grant acquisition in co-ordination with Senior Management Team.
- Extend the corporate/institutional fundraising efforts to the regional level by supporting the regional fund raising officers and unit heads on local fund raising with regard to corporate and institutional fund raising.
- Represent TLMTI in events and seminars to build networks, present our work and seek partnerships.
- Establish TLMTI as a credible implementing partner among corporates and institutional funders in the region.
- Prepare necessary communication materials for effective presentation of our cause and needs to the Donors.
- Co-ordinate with program domain for effective donor reporting resulting in donor retention and development.

- Review and update the database of prospective organizations along with details of contact persons.
- Any other responsibility assigned by the management.

**Professional Qualifications & Experience:**

**Qualifications:** Post Graduate in relevant field (Medical/Social Sciences/Development Studies/Management/Marketing).

**Experience:** 15 to 20 years with at least 10 years of experience in proposal writing and grant acquisition within India in delivering a range of corporate fundraising products and working with CSR teams / institutional funders, in an agency or business setting.

**Person Specification:**

- A strategic thinker able to shape how we relate to stakeholders to create mutual value as we engage with them, building support for the cause and delivering financial growth of the organisation.
- Proven track record in developing and acquiring and reporting CSR/Institutional projects.
- Strong understanding of Companies Act 2013 and related socio-environment, governing CSR in India.
- Strong leadership skills and able to inspire and lead team/s to be high performing and achieve set objectives.
- Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the post and initiate, develop and deliver new initiatives that build on their successes.
- Willingness to travel and execute various professional engagements across the country.