

Calcutta Rescue (CR) has a strong support group (SG) base spread around 8 countries. These groups are registered as voluntary organisation in their own countries and are continuously supporting Calcutta Rescue operations in the field here in Kolkata through fund raising, volunteering support and by providing strategic directions.

Calcutta Rescue is looking for a Fund Raising Officer who can support the fund raising activities for the SGs.

### **Fund Raising Officer – Job Description**

**Role of the Fund Raising Officer:** Support all the SGs in their fundraising and promotional endeavours through

- regular updates of Calcutta Rescue's (CR) work,
- maintaining and sharing CR calendar of events
- maintaining google drive and updating it with photos, videos, writeups and guiding SGs for using it
- sharing facts and figures from the field,
- content development for various materials that can be used by them for fundraising,
- strategising and planning SG related interventions in terms of volunteering support
- planning the annual fundraising planning process to produce effective strategies to achieve income targets for SGs
- develop and maintain effective supporter journeys for the development of relationships and retention
- Coordinating Fundraising coordination group meetings

Essential Experience:

- At least three years experience in the development sector
- Demonstrable track record of strategic Fundraising
- Strong communication and public relation skills
- Working knowledge of social media
- Effective dissemination of information to large and diverse groups
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/or its services.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Ability to work flexible hours.

Qualifications

- Educated to degree level or equivalent
- Evidence of Continued Professional Development relevant to the role purpose and level.

**Interested candidate may apply to: [headfundraising@calcuttarescue.org](mailto:headfundraising@calcuttarescue.org) mentioning their current CTC and expected remuneration**