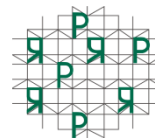


Title of position offered	Senior Associate: Resource Mobilization, Communications & Partnerships
Number of Vacancies	1
Roles and Responsibilities:	<p>The Resource Mobilization, Communication and Partnerships (RMCP) unit, is responsible to</p> <ul style="list-style-type: none"> <li>• Brand and position PRADAN</li> <li>• Develop and implement resource mobilization and communication strategy</li> <li>• Nurture existing associations and promote new ones with philanthropic entities, government, corporate, multilateral/bilateral institutions and high net worth Individuals</li> <li>• Assimilate institutional resources need and align with offers of stakeholders</li> <li>• Provide intelligence and strategic analysis to support decision-making</li> <li>• Facilitate international cooperation for pursuing PRADAN's mission</li> <li>• Facilitate publications of our work in reputed journals</li> </ul> <p><b>Key Responsibilities of the Senior Associate:</b> The Senior Associate will:</p> <ul style="list-style-type: none"> <li>• Research and prepare documents on potential donors for PRADAN</li> <li>• Identify and track new funding opportunities (RFPs, EoIs, RFIs etc.)</li> <li>• Provide due diligence support for proposal submission</li> <li>• Assist in preparing organizational documents for proposal submission</li> <li>• Support the Grant Management Software</li> <li>• Provide secretarial support for organizing donor outreach events (e.g. SAMAGAM and SAMVAADS).</li> <li>• Attend to donor compliance-related tasks</li> <li>• Manage social media activities including calendar updates, regular retweets and primary content collection for Facebook</li> <li>• Coordinate with website vendor for follow ups, data updates and maintenance</li> <li>• Maintain the photo gallery and upload/manage YouTube video</li> <li>• Develop and support project specific collaterals and other collateral as required</li> <li>• Send emailers, manage webinar and other virtual events, including bookings, announcements, follow-ups and post event reports</li> <li>• Update, maintain, and disseminate content via PRADAN's Knowledge Repository</li> <li>• PRADAN Knowledge Repository updation, maintenance and dissemination</li> <li>• Maintain and update CRM list</li> <li>• Provide and coordinate the overall media support</li> <li>• Draft and finalise vendor MoU, and track billing cycles and accounts clearance</li> <li>• Offer any other secretarial or creative support when required by the function</li> </ul>
Eligibility criteria	<p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• A full-time regular graduate or postgraduate degree in any discipline (preference for applicants from Commerce background).</li> <li>• Minimum 50% throughout the academic career.</li> <li>• Minimum <b>five years</b> of experience for graduates, <b>or</b> Minimum <b>two years</b> of experience for post-graduates.</li> <li>• Age less than 30 years as on October 1, 2025.</li> <li>• Preference to those with a mix of <b>grassroots experience</b> and <b>fundraising and donor relationship management</b> in the development sector.</li> </ul>



Skills and Competencies	<ul style="list-style-type: none"><li>• Strong English communication skills, with research aptitude and an interest in numbers, budgeting, and compliance.</li><li>• Proficiency in MS Word, Excel, and PowerPoint (MS Office package).</li><li>• Interest and skill in social media communications.</li></ul>
Place of posting	The position is based out of PRADAN's Head Office in Noida, Uttar Pradesh.
Remuneration	Based on qualification and experience the CTC would be approximately INR 7 lakhs per annum. The CTC includes basic pay and other allowances. Apart from this, there is provision of deferred benefits such as PF, Gratuity, NPS, Insurance (Term life insurance, hospitalization insurance for self and dependents and accident insurance policy) are provided.
Nature of job	It is a full-time position with fixed term contract, renewal annually based on performance.
Last date of Application	October 20, 2025
Selection Process	Only short-listed candidates will be contacted. Those shortlisted will be invited to an in-person selection process in Noida, tentatively in last week of October 2025. PRADAN is an equal opportunity employer. Women candidates are encouraged to apply.
Apply to	Interested applicants <b>with the relevant background and fulfilling the eligibility criteria</b> are requested to visit our website <a href="https://www.pradan.net/other-opportunities/">https://www.pradan.net/other-opportunities/</a> and fill the ' <i>Application for Senior Associate (Resource Mobilization, Communications &amp; Partnerships)</i> '.