



Manager – Donor Development, Fundraising & Partnerships

Background

Avasara Academy is a non-profit residential school of excellence for girls in grades 6–12, based near Pune. Avasara (Sanskrit for ‘opportunity’) works with students from low-income backgrounds who show high potential, combining a rigorous academic and leadership curriculum with the goal of developing India’s next generation of women leaders.

Sustaining this model depends on a strong ecosystem of donors and institutional partners. Avasara is seeking a relationship-focused development professional who can grow this ecosystem and ensure that every funding partnership is thoughtfully cultivated, well managed and supported by clear, accurate communication.

Position Summary

Avasara is looking for an experienced professional to lead **donor development, fundraising and partnerships**. The role will build a strong funding pipeline, cultivate long-term relationships with donors, CSR partners and foundations, and manage the **complete grant cycle**—from prospect research and proposals to agreements, reporting, renewals and stewardship. Working closely with the Founder, school leadership, Finance, Impact and programme teams, the Manager will translate Avasara’s priorities and impact into **compelling proposals, credible reports and enduring partnerships**. The Manager will contribute to alumni engagement and support, strengthening long-term relationships and connecting alumni outcomes and stories with institutional development and donor stewardship.

Key Responsibilities

Donor Development, Fundraising & Partnerships

- Develop and implement Avasara’s annual fundraising plan in alignment with institutional priorities and funding needs.
- Identify and research prospective donors, CSR partners, foundations and other institutional funders to build and maintain a strong funding pipeline.
- Cultivate relationships with new prospects and manage donor conversations from initial engagement through proposal development, due diligence and agreement.
- Manage and deepen relationships with existing donors through regular communication, programme updates, meetings and thoughtful stewardship.
- Lead the writing of concept notes, grant proposals, donor reports, presentations and other fundraising materials, ensuring that they are clear, compelling and evidence-based.
- Work with Finance, Impact, programme teams and school leadership to develop accurate budgets, programme scopes, KPIs, timelines and supporting documentation.
- Review and coordinate donor agreements, terms and conditions, deliverables and reporting schedules, and ensure internal teams understand all commitments.
- Oversee timely and accurate donor reporting, annual reports, programme updates, portal submissions and grant documentation.
- Track donor KPIs, programme outcomes, grant utilisation and reporting deadlines, following up with internal teams to address gaps and fulfil commitments.

- Coordinate donor and grant-related audit, compliance and documentation requirements in partnership with Finance and relevant teams.
- Plan and manage prospective and existing donor visits, CSR engagements, volunteering opportunities and follow-up communication.
- Prepare donor briefings, presentations and institutional materials for leadership meetings and external engagements.
- Support renewal and expansion conversations by identifying opportunities for continued or increased donor investment.
- Develop strategic partnerships with corporates, foundations and organisations that can strengthen Avasara's programmes and long-term sustainability.
- Coordinate with the Leadership Foundation of India/Avasara Foundation and international stakeholders on fundraising, donor stewardship, reporting and compliance.
- Maintain accurate donor records, correspondence, proposals, agreements, reports and pipeline updates across relevant systems and portals.
- Contribute to Avasara's Alumni Support Team.
- Build strong relationships with alumni through regular engagement, check-ins and timely connection to relevant opportunities and support.
- Coordinate alumni scholarships and financial assistance, including documentation, payments, tracking and records, in collaboration with Finance.
- Help maintain accurate alumni records and updates, and track alumni education, employment and other key outcomes.
- Develop alumni stories and impact updates for donor stewardship and institutional communications, while identifying opportunities for alumni to engage with and contribute to Avasara.

Profile of the Ideal Candidate

- Excellent written communication skills; the ability to write high-quality proposals and donor reports is essential
- Strong verbal communication, relationship-building and stakeholder-management skills
- Ability to work effectively with multiple internal and external stakeholders, including leadership, Finance, programme teams, donors and partners
- Strong attention to detail and accuracy in budgets, reporting, documentation and compliance
- Ability to manage multiple donors, priorities and deadlines simultaneously
- Comfort working with budgets, data, KPIs and grant documentation
- Proactive, solutions-oriented and able to work independently while collaborating closely across teams
- Discretion, integrity and genuine commitment to Avasara's mission

Qualifications & Experience

- Bachelor's or master's degree in development studies, communications, management, social sciences or a related field
- Relevant experience in fundraising, donor relations, partnerships, grant management or the non-profit/education sector



- Demonstrated experience writing successful proposals and high-quality donor or programme reports.
- Experience working in a school or education organisation would be an advantage.
- Strong proficiency in English and comfort with spreadsheets, presentations, donor portals and digital collaboration tools

Location: Avasara Academy, Lavale, Pune

Reporting to: Founder and Co-Founder

Remuneration: TBD