



## **Job Description (JD) for Associate Director Resource Mobilisation at Myna Mahila Foundation**

**Minimum Qualifications:** Bachelor's or Master's degree in Marketing, Communications, Finance or MBA and/or proven experience in fundraising and communications in development sector

**Start Date (Earliest): March 2026**

### **About Myna Mahila Foundation:**

Myna Mahila is an internationally award-winning, data-driven and technology-enabled social enterprise. Its work has been supported by the Bill and Melinda Gates Foundation, Stanford University, Queen's Commonwealth Trust, Microsoft, ONGC, Bharat Petroleum Corporation Limited (BPCL), ITC Limited, Reliance Foundation, Stanford University, and MIT Solve, among others. With a strong team, a committed network of supporters, and an unwavering focus on women-led change, MMF is ready to expand its reach, shift mindsets holding women back, and foster an environment where women are inspired to speak up like the chatty "Myna" birds. Our Founder, Dr. Suhani Jalota, has a PhD and MBA from Stanford University and is a Forbes 30U30 recipient, among other awards. If you're passionate about driving systemic change, we invite you to lead this exciting journey with us!

### **Our mission**

Myna Mahila works with urban poor women to improve their agency by increasing decision-making power over their bodies and finances.

### **Our model**

We implement a **Women's Agency Program**, which empowers women in urban poor communities by increasing their health autonomy and economic independence. This program operates through local Women's Empowerment Hubs –both physical centers and digital platforms—providing accessible spaces for comprehensive health



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education, healthcare services, and skill-building economic opportunities. Our physical centers offer essential healthcare and education on the ground via our community clinics and Speak Myna programs, equipping women with knowledge on sexual and reproductive health, mental well-being, and life aspirations. Over the last 9 years, Myna has reached 1.5 million women in urban poor communities. The digital platforms support women by addressing personalized queries and connecting them to relevant resources, including telehealth services and economic opportunities, to meet women's needs where they are. Myna has 19,000+ women on our digital platform, and has recently started to roll out its AI-based chatbot on Whatsapp for women's sexual and reproductive health queries. Our approach is guided by gender-specific data, research, and innovation, allowing us to measure our impact and further improve our model continuously.

### **Job Summary:**

Myna Mahila is looking for an energetic, self-motivated individual who is not afraid to take on challenges and can passionately tell Myna's story to inspire and motivate donors. Our Fundraising Lead will be focusing on the fundraising efforts of the organisation to mobilize resources for the organization overall and for program implementation, specifically working on CSR related initiatives.

### **Duties/Responsibilities:**

- Lead the fundraising strategy and execute on it end-to-end
- Initiate fundraising campaigns and conversations with individuals (HNIs), philanthropic organizations and family foundations, and most important, corporates (CSRs).
- Arrange and lead meetings to generate funding and form long-term partnerships.
- Write fundraising proposals for funding award applications and apply to grants timely.



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**MYNA  
MAHILA**

- Manage fundraising the total sum needed for the financial year's budget
- Own Salesforce management at the back-end, and utilize the software for data analysis and presentations to the CEO and the Board.
- Maintain strong relationships with existing and new key funders and stakeholders. This includes but is not limited to, managing the newsletters, individual check-ins, leading presentations and follow-up calls.
- Maintain database and background on current and potential funder Stakeholders and partners.

### **Other Responsibilities:**

- Creating and maintaining a database of donor leads and prospective donors.
- Maintaining relationships with recurring donors to meet fundraising goals. This includes mapping, screening and research of new fundraising prospects through online and offline networking
- Leading and operationalizing donor engagement strategy to drive measurable achievements of fundraising strategy and administer strategy updates for dynamic project needs.
- Leading donor interactions and identifying funding opportunities. Based on creating and ensuring implementation of work plans inclusive of designing and writing materials for communications with different prospective donors and channels.
- Assisting with the proposal development. This involves creating budget plans, presentations and coordinating with project leaders.
- Ensuring fundraising content is updated on the website and social media.
- Monitoring, evaluating and reporting on effectiveness of individual fundraising initiatives and campaigns.



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### **Qualifications**

- 5+ years in Marketing, Fundraising, Impact evaluation or relevant sector
- Development sector professional preferred
- Minimum Bachelors' degree from a reputed Indian or global institution, MBA or financial Masters degrees preferred but not required
- Effective verbal and written communication.
- Empathetic, enthusiastic, self-motivated, willing to be challenged and take personal responsibility.
- Ability to work successfully across the organisation and having flexible thinking.
- Having a high level of sense of responsibility.
- Strong command over Microsoft office, GSuite.
- Initiative and attentive to details
- Good analytical skills in developing and implementing resource mobilisation strategies
- Willing to travel among other offices and site locations in Myna's offices based in urban slum settings.

### **Compensation & Reporting**

- Annual CTC: 16lpa-18lpa
- Reports to: Director, Operations
- Location: In-person, Mumbai, India (Hybrid)



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