

About the organization: **North East Diocesan Social Service Society [NEDSSS]** is an NGO based in Guwahati Assam.

Job Summary

The Resource Mobilization Officer will develop and implement strategies to secure funding and build partnerships with donors, government agencies, corporate and institutional donors . Additionally, a **Resource Mobilization Officer** is responsible for identifying, securing, and managing financial and non-financial resources to support an organization's programs and sustainability for 16 partner organisations in Northeast India. The role focuses on proposal development, donor engagement, grant management, and maintaining long-term relationships with stakeholders.

Position: Resource Mobilization Officer

No of position: 1

Location: Guwahati

Reports To: Program Manager / Executive Director

Key Responsibilities

- Identify funding opportunities from government, corporate, foundations, and international donors.
- Research and monitor grant opportunities aligned with organizational priorities.
- Prepare high-quality grant proposals, concept notes, and funding applications.
- Build and maintain relationships with donors, CSR partners, and funding agencies.
- Coordinate fundraising campaigns and donor engagement activities.
- Support partnership development with public and private sector organizations.
- Collaborate with program and finance teams to develop project budgets and funding proposals.
- Maintain a donor database and track funding pipelines.
- Represent the organization at networking events, meetings, and conferences.
- Prepare periodic reports on fundraising performance and partnership development.

Required Qualifications

- Bachelor's degree in Business Administration, Social Work, Development Studies, Public Administration, Communications, Marketing, or a related field.
- Master's degree is an added advantage.
- 2–5 years of experience in fundraising, grant writing, business development, or partnership management (depending on the role level).

Personal Skills:

- Excellent proposal and grant writing skills.
- Strong communication and presentation skills.
- Relationship-building and networking abilities.
- Research and analytical skills.
- Project planning and coordination.
- Budget preparation and financial understanding.

- Negotiation and stakeholder management.
- Knowledge of donor regulations and grant management.
- Proficiency in Microsoft Office and donor management/CRM systems.

Compensation Range:

Monthly Gross Compensation will be determined based on the candidate's experience and qualifications.

To apply: Aspirants who possess experience & competencies as per the job specification mentioned & consider themselves suitable are encouraged to email their updated CVs along with a Cover Letter highlighting their suitability for the position to nedsf@rediffmail.com by **12th of September, 2026** with the subject line: Resource Mobilization Officer (NEDSSS). Incumbents are also requested to kindly provide details of their current/last drawn salary in the covering note.

"The hiring process and procedures in North East Diocesan Social Service Society reflects the commitment to safeguard the rights and dignity of all people-especially children and vulnerable adults-to live free from abuse and harm. North East Diocesan Social Service Society commits to its values and is an equal-opportunity employer"

Job offer made will be subject to a self-disclosure, satisfactory clearance and satisfactory verification of qualifications and work history.