
"And those who were dancing were thought to be insane by those who could not hear the music" – Friedrich Wilhelm Nietzsche

Job Description

Position	Manager (Grant Writing and Donor Communications)
Relevant themes	Proposal Development, Donor Reporting and Communications, and PME (Planning Monitoring and Evaluation)
Location	Chennekothapalli, Sri Sathyasai District, Andhra Pradesh

Background:

The Timbaktu Collective (Collective) is a grassroots non-profit organization initiated in 1990 that works towards the sustainable development of marginalized peoples in drought prone Anantapur and Sri Sathyasai districts of Andhra Pradesh. The Collective develops and implements diverse thematic programmes and initiatives with a central focus on community participation and ownership and raise funds for its various initiatives.

The Collective is looking for a passionate and skilled Grant Writing and Donor Communications Manager. This role is ideal for someone with strong writing abilities, analytical thinking, a deep understanding of development sector funding and grassroots issues, and expertise in grant design, including drafting budgets based on input from relevant stakeholders. The candidate will have the opportunity to research and contribute to secure funding, build meaningful relationships with various stakeholders, including donors, and develop innovative project proposals that drive real change.

The responsibilities of a Grants Writing and Donor Communications Manager are to:

1. Develop project proposals in alignment with the Organizations objectives, policies and thematic areas;
2. Liaison between the Timbaktu Collective and its donors to ensure the project templates, grant amounts and timelines are set to suit smooth running of activities;
3. Ensure timely donor reporting as per the Project proposals in consultation with the concerned Programmes of the Organization;
4. Undertake donor communications, maintain proper filing of correspondences, and respond to emails;
5. Update the donor reporting calendar on a monthly basis, and provide monthly reports in relevant forums and to your reporting person;
6. Compile and monitor updates on PME (Planning, Monitoring, and Evaluation) indicators for all projects across the organization.
7. Participate in relevant meetings to stay informed about project progress and understand deviations from proposals;
8. Undertake field visits across programmes to gain a deeper understanding of their activities; and
9. Any other work required by your reporting person in the Organization.

The Timbaktu Collective is a registered non-profit organisation, established in 1990, that develops alternative, practical and sustainable models of development in the drought-prone districts of Sri Sathyasai & Ananthapuramu in Andhra Pradesh, India.

Field Office & Mailing Address: Chennekothapalli village, Sri Sathyasai District, Andhra Pradesh - 515101

Registered Office: No. 46 Primrose Road, Bengaluru, Karnataka - 560025

tel:+9183094 99800 **web:**www.timbaktu.org **email:**hr@timbaktu.org

Eligibility criteria:

- Strong and creative written and verbal communication skills in English, with the ability to articulate effectively.
- Excellent computer skills, including proficiency in the MS Office suite, with experience in budgeting, data analysis, and outcome measurement.
- Post Graduate degree in any relevant field with minimum 3 to 5 years' experience.
- Aptitude to live and work in a rural setting in addition to good interpersonal skills.
- Proficiency in Telugu is preferred.

Remuneration:

The first three months of your employment will be considered a 'probation period'. During the probationary period, there will be a monthly remuneration of INR 50,000. After probation there will be a revision based on demonstrated talent and skills.

Application Process:

Interested candidates can apply for the post by sending their CV to hr@timbaktu.org.

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