

Assistant Manager - Business Development



About us

Life-Lab is a high impact organisation working towards integrating hands-on activity based learning in government schools and affordable private schools.

Since 2013, Life-Lab has designed a host of award winning products which are used to implement multi-year programs in government schools across India.

We have worked with over 40 Corporate donors and implemented programs in 2000+ schools across 11 states of India. Learn more about us on www.life-lab.org

About the Role

This opportunity will give you the freedom to experiment with your skills. The role will require you to be creative, Innovative, work in a non-formal set-up and be part of a self-driven work-culture.

You will be the face of the organisation and interface with India's Top Corporates and Foundations to ensure that we meet our impact targets. As a part of the team, you will be given professional learning opportunities and avenues to excel at your role. Additionally you get the satisfaction of doing something tangible, meaningful and highly impactful for society.

Position Summary

As Assistant Manager, you will serve as a liaison between the organisation and our donors, ensuring excellent customer service and client satisfaction. You are responsible for developing proposals, market research and reporting to clients on project progress.

Roles & Responsibilities:

Relationship Management – (50%)

- Ensure that clients are satisfied with the company at all times and resolve any outstanding issues.
- Conduct, coordinate & lead all monthly/ quarterly calls with clients to upraise them on the project's progress and resolve any queries.
- Creating detailed project progress reports (Narrative, presentations, videos) to showcase the project activities, outputs, outcomes and impact.
- Working with internal teams to prepare case studies of beneficiaries, video testimonials and impact videos.
- Possess strong product and service knowledge and present it to the client via calls, presentations, email blasts, newsletters.
- Develop proposal, create presentations based on understanding CSR/ NGO requirements
- You will be the first point of contact for all client communication

New Acquisitions of donors – (30%)

- Research to identify potential clients & create a pipeline of potential clients (donors)
- Manage pre-sales & post-sales client communications such as following-up, coordinating & keeping the client/prospect informed
- Possess strong product and service knowledge and present it to the client via calls, presentations, email blasts, newsletters.

For more info, log on to www.life-lab.org

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- Representing the organisation at networking events and building relationships with CSR and NGOs

Financial Reporting and compliance - (10%)

- Ensure that funds are received from the donor and spent in a timely manner.
- Maintain detailed records of accounts for the collection of funds and expenses.
- Provide compliance and fund management details to the donor and the accounts team.

External and internal Communication - (10%)

- Creating marketing collaterals for social media, donor events and internal requirements
- Need based travel on account of client meetings at project locations

Skills & Competencies

- Excellent speaking and content writing skills
- Experience in preparing presentations, reports, plans and other communications for diverse audiences
- Proficient at working with Excel to maintain records of funds.
- Planning and forecasting of potential areas for funding on a quarterly and annual basis.
- Comfortable approaching new clients using innovative methods at trade shows/ conferences, cold calls and emails.
- Strong secondary research skills using platforms like LinkedIn, Websites, MCA and Annual reports.

Candidate Profile

We are looking for an individual with a go-getter attitude and a go-to personality. Someone who can drive the projects and keep the momentum on and at the same time is extremely understanding and approachable to both internal team and the client.

Qualification & Experience:

- Candidates with minimum 3 years of experience in Fundraising and business development roles at an NGO.
- Minimum qualification: Graduation. Preferably B. Tech, B. Com, MBA, MSW
- Strong interest in Partnership building and Communication, Business Development or related domains

Package

- Compensation will be based on experience & appropriate skill sets and is highly competitive as per NGO pay bands. (Range of 5 to 6 LPA based on experience)

Location: Pune (remote working option available)

Available Positions - 1

Opening: Immediate requirement

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Please write to hr@life-lab.org and cc: Aditya@life-lab.org with the subject – **Application for Assistant Manager; Business Development – (Name of Applicant)** with your latest Resume and a short cover letter (upto 200 words)

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