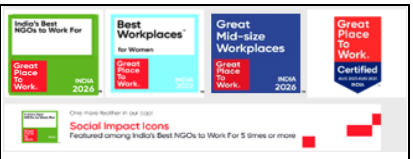
Senior Coordinator- Strategy and Development, New Delhi



1. POSITION VACANT: Senior Coordinator – Strategy and Development, Ipas Development Foundation, New Delhi

2. ORGANIZATION BACKGROUND:

Ipas Development Foundation (IDF) has been working in India since 2001 to strengthen the sexual and reproductive health (SRH) ecosystem. In close collaboration with national and state governments, and through partnerships with public health systems and civil society organisations, **IDF** works to enhance access to comprehensive abortion care and choice-based contraception.

The organisation's interventions reach over 500,000 women and girls annually, contributing to improved health outcomes and expanded reproductive choice.

IDF has been consistently recognized among India's **Best NGOs to Work For** by the **Great Place to Work Institute** since 2017 and has also been honoured as a Social Impact Icon. The organization has featured five times in the prestigious list of **India's Great Mid-Size Workplaces** and has been recognized as one of **India's Best Workplaces for Women** for three consecutive years.

For more information about **IDF**, please visit: https://www.ipasdevelopmentfoundation.org/

3. JOB DESCRIPTION/ RESPONSIBILITIES:

IDF is seeking to recruit a **Senior Coordinator - Strategy & Development** to drive the organisation's domestic fundraising efforts, working closely with the Specialist - Strategy & Development and the Chief Strategy and Development Officer.

The role calls for a proactive and relationship-oriented fundraising professional with a good understanding of India's CSR and philanthropic landscape and the ability to identify, cultivate and advance funding opportunities. This person will be expected to initiate outreach with prospective donors and translate IDF's program priorities into compelling partnership opportunities for corporates, family foundations, HNIs and other domestic funders in India.

While positioned within the broader Strategy & Development function, the role will have a primary focus on expanding IDF's domestic funding portfolio that supports the organisation's programmatic priorities.

Key Responsibilities:

A. Donor Intelligence, Prospecting and Pipeline Development:
(1) Research and prioritise prospective domestic donors, including corporates/CSR foundations, philanthropic foundations, HNIs, family offices and other potential partners;
(2) Build and actively manage a robust pipeline of funding prospects and opportunities, with clear strategies and next steps for cultivation and conversion.
(3) Monitor CSR priorities, philanthropic trends, funding calls, RFPs and other opportunities relevant to IDF's work, with a focus on in-country opportunities.

(4) Leverage relevant fundraising platforms, networks, intermediaries and sector forums to generate leads and expand IDF's domestic donor base; manage IDF's presence at these platforms and events for optimal visibility.
(5) Contribute insights on the evolving CSR, philanthropy and domestic fundraising landscape to inform IDF's fundraising strategy.

B. Donor Outreach and Relationship Development:
(1) Identify and initiate new donor relationships through appropriate outreach, introductions, networking and follow-up;
(2) Prepare donor-specific communication materials, briefing notes, meeting presentations and organisational information;
(3) Coordinate introductory meetings, donor interactions and follow-up actions in collaboration with the Business Development Specialist and the Chief Development Officer.
(4) Maintain timely and professional communication with prospective and existing funding partners.
(5) Support relationship-building activities and donor stewardship to strengthen engagement and encourage continued interest in IDF's work.

C. Proposal Development and Fundraising Support:
(1) Work with the Specialist to develop concept notes, pitch materials and proposals in response to donor interests and funding opportunities.
(2) Track submitted proposals, funding decisions, reporting requirements and follow-up actions.
(3) Support effective stewardship of donors through regular communication, program updates and opportunities for deeper engagement.

D. Fundraising Intelligence and Networking:
(1) Track emerging domestic philanthropy and CSR trends, funding priorities, grant announcements and relevant policy or regulatory developments.
(2) Identify relevant fundraising events, conferences, networking forums and partnership opportunities in India.
(3) Develop and maintain an organised database of prospective donors, existing relationships, engagement history and funding opportunities.

E Coordination and Internal Collaboration:
(1) Work closely with the Development Specialist to coordinate donor engagement, fundraising activities, work planning and follow-up.
(2) Maintain accurate and up-to-date fundraising records, trackers and internal reports.
(3) Support other business development activities where these directly contribute to agreed fundraising priorities.

The Senior Coordinator will report to the Specialist – Strategy and Development and work closely with the Chief Strategy and Development Officer and relevant program and organisational teams. The role will have a specific focus on domestic fundraising, with responsibilities and priorities guided by IDF's overall resource mobilisation strategy.
The successful candidate will be expected to work collaboratively while taking increasing ownership of assigned fundraising activities and deliverables.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications:
A relevant postgraduate degree; alternatively, a relevant graduate degree with demonstrated experience.

Experience:
(1) 3–5 years of relevant professional experience in domestic fundraising, business development, resource mobilisation, institutional partnerships, CSR engagement or a related field.
(2) Experience engaging with corporates/CSR teams, foundations, HNIs, family offices or other philanthropic partners in India.
(3) Good understanding of the Indian CSR and philanthropy landscape, including a working understanding of the CSR regulatory framework and funding processes.
(4) Experience in donor research, proposal development, partnership support or fundraising coordination.
(5) Strong proposal, concept-note and presentation development skills, with the ability to translate program ideas into compelling donor propositions.
(6) Experience in the development sector, public health, gender equality or sexual and reproductive health and rights is desirable.

Key Competencies:
(1) Strong research, analytical and information-synthesis skills.
(2) Excellent written and verbal communication, including the ability to develop clear, compelling and donor-oriented proposals.
(3) Strong organisational skills, attention to detail and the ability to manage multiple opportunities and deadlines.
(4) A proactive approach to identifying opportunities and following through on actions.
(5) Ability to build professional relationships and communicate confidently with diverse stakeholders.
(6) Comfort with data management, spreadsheets, presentations and maintaining structured tracking systems.
(7) Ability to collaborate across teams and work independently with appropriate guidance.
(8) A strong interest in social development and commitment to IDF's mission and values.

5. IDEAL CANDIDATE:

The ideal candidate will be a proactive, relationship-oriented fundraising professional with a good understanding of India's CSR and philanthropic landscape and the ability to identify, cultivate and advance domestic funding opportunities.

S/he should be able to initiate and develop relationships with corporates, CSR teams, philanthropic foundations, HNIs, family offices and other domestic funders, while translating IDF's program priorities into compelling partnership opportunities.

The role will suit someone with strong research, communication and proposal-development skills, sound organisational abilities, and a genuine interest in social development and IDF's mission.

6. COMPENSATION OFFERED:

The gross compensation budgeted for the position is up to Rs. 8 lacs per annum. The offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history.

7. LOCATION: New Delhi

8. REFERENCE: SC-S&D-IDF

9. CONTACT INFORMATION:

Team SAMS
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
Phone Nos.: 011- 4081 9900; 4081 9926

10. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply online at https://www.samsstc.com/Jobs/job-description/senior-coordinator-strategy-and-development-ipas-development-foundation-new-delhi-delhi/877 by or before November 09, 2026

Due to the urgency of the position, applications will be reviewed on a rolling basis, and interviews may be scheduled prior to the closing date. Candidates are encouraged to apply at the earliest.