

Work in the mountains!

Position: Sr. Associate - Strategic Partnerships & Growth

Job Location: Waste Warriors Society (Head Office), Dehradun

Experience: 1-2 years of experience in fundraising, reporting, writing proposals, grant applications preferably in an NGO.

Details: Full-time position (48hrs/week)

Application Procedure: Please apply via the form

CLICK HERE 

Introduction

Waste Warriors Society (WWS) is a non-profit organisation catalysing systemic change to solve the waste management crisis of the Indian Himalayan Region. Our work lies at the intersection of Climate Change, Biodiversity Habitat Conservation, and Informal livelihoods. With a team of 200+ Warriors spread across various locations nestled in the beautiful landscapes of Uttarakhand and Himachal Pradesh, we strive to create effective waste management solutions across urban and rural landscapes, with a special focus on eco-sensitive and tourist areas.

Position Brief

We are seeking a dynamic, cause driven, passionate associate who will play a key role in supporting the organisation's fundraising initiatives by assisting in donor communications, stewardship, event coordination, and database management. The role requires a strong attention to detail, excellent communication skills, and the ability to work collaboratively with team members and donors.

Duties & Responsibilities

- Management of donor database management & lead tracking system to ensure all prospective and current donor details are accurately recorded.
- Facilitate timely delivery of reports while managing donor expectations and adhering to the reporting timelines (write and review reports).
- Assist in completing the due diligence requirements of donors by coordinating and collating data from Finance, Projects and HR teams.
- Coordinate with the relevant WWS teams to organise activities and site visits of external partners.

An Ideal Candidate Will Have

- Genuine interest in working in the social sector and passionate about climate action.
- Bachelor's or Master's degree in a related field (such as Business, Nonprofit Management, or Communications).
- Previous experience in fundraising, development, or related fields is a plus.
- Excellent organisational skills and attention to detail.
- Great people skills— to initiate and hold conversations.
- Proficiency in donor database management and fundraising software.
- Ability to work effectively and independently in a team environment.

Key Skills and Attributes

- Strong Communication Skills— written and verbal
- Great people skills with the ability to communicate effectively with team members and external partners
- Proven ability to meet deadlines and respect calendars and schedules
- Tech Savvy - CRM, Gsuite, Excel, Canva
- Community building interest and experience— digital and in-person
- LinkedIn outreach
- Grant & Proposal writing (Basic to Intermediate Knowledge)
- Access to your own computer is necessary
- Excellent documentation skills

Waste Warriors is committed to providing a workplace free from discrimination or harassment. We expect every member of the Waste Warriors community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.