



## JOB DESCRIPTION FOR THE POST OF PROGRAMME OFFICER, GRANT-WRITING

Job Title : Programme Officer, Grant-Writing  
Department : Advocacy C Resource Mobilization  
Location : Mumbai, Headquarters  
Reports to : Director Advocacy and Resource Mobilization

### Objective

Maintaining a long bid-pipeline and sourcing other opportunities for resource mobilization by engaging with the corporate sector, and other national and international funding agencies.

**Desirable Qualification:** Graduate in any discipline, Master's degree in Social Work/Health Management/Marketing

**Experience s Skills:** Experience of up to 2 years in the CSR/development sector, centred around developing technical concept notes and proposals in the domain of health, education, social marketing and skilling is desirable.

Strong oral and written communication skill in English, Computer literacy and thorough internet knowledge. An extremely well-organized, dynamic team-player who can thrive in a demanding and fast-paced environment.

### Specific responsibilities include:

- To develop and submit concept notes, project proposals etc. as per calls from national / international Funding Agencies/Corporate Sector
- To develop cause-based appeals and impact reports through power point presentations/infographics/creatives for sharing with donors and other stakeholders.
- To organize meetings between potential Donors / Foundations, Corporate Social Responsibility (CSR) representatives and FPA India Branches and HQ representatives as required to enlist their support.
- To support in developing large application packs for open bids.
- Support implementation of projects within the purview of the Res Mob Department (such as social enterprise initiatives, or CSR engagement and capacity building of corporates on SRHR)

- Track ongoing social enterprise initiatives and support development of business plans for new ventures and/or strengthening existing ventures.
- To support execution of fundraising campaigns.

**Remuneration:** Commensurate with experience and qualification

FPA India being a national level organization in the field of Sexual C Reproductive Health CRights with international network relationships provides best opportunity for personal growth and healthy work atmosphere.

*FPA India provides equal opportunity to all without any discrimination. People Living with HIV are encouraged to apply.*

*FPA India is committed to the safety and protection of children, young people and vulnerable adults. This position may involve interaction with these groups. The Child Protection policy of the Association is to be followed.*

**Note:**

- Applications must be submitted in the **prescribed format by July 5, 2025**, email to [hr@fpaindia.org](mailto:hr@fpaindia.org) stating the Job title in the Subject line. Only applications received in the prescribed format will be valid and accepted.
- FPA India will only contact and give feedback to candidates who are shortlisted.

Since the headquarters is in Mumbai, those in Mumbai or those willing to shift to Mumbai on their own may only apply.

Apply to:

Director General

FPA India,

Bajaj Bhavan,

Nariman Point, Mumbai - 400021

E.Mail: [hr@fpaindia.org](mailto:hr@fpaindia.org)