



Job Title: Research Intern (Fundraising)

Job Summary: The **Research Intern (Fundraising)** will play a crucial role in supporting and managing fundraising activities by developing and maintaining an efficient and accurate fundraising documentation system. This individual will be responsible for collecting and reporting fundraising data, ensuring timely and accurate information for decision-making and strategic planning. The Fundraising Tracker Coordinator will collaborate closely with the fundraising team and other stakeholders to optimise fundraising efforts and maximise donor engagement.

Responsibilities:

- Implement the existing fundraising tracker system to monitor and record donation activities, campaign progress, and donor interactions.
- Research on each of the individual donors to establish individual files on them containing their bios, linkedin profiles, links to any research papers/ articles by them.
- Ensure the accuracy and integrity of data.
- Monitor the emails sent on the official fundraising email id, and keep a track of all correspondences in the individual donor files
- Track and file the minutes of the meetings held with the donors
- Develop and maintain effective communication channels with the fundraising team, providing regular updates on fundraising goals, progress, and challenges.
- Identify opportunities to streamline processes and improve data collection, entry, and reporting efficiencies.

Requirements:

- Must have a laptop and internet access.
- Excellent research and data gathering skills, including the collation and presentation of data. Be efficient at tracking and filing of information
- Ability to work independently and meet deadlines in a fast paced environment.
- Strong attention to detail.
- Proficient in usage of Google workspace

Duration:

The research internship will be for a duration of one month. There may be opportunities for extension based on the project's requirements and the intern's performance.

Correspondence Address:

Drama Schools Foundation Mumbai
3rd Floor, Mumbai Marathi Sahitya Sangh,
Dr Bhalerao Rd, Kelewadi, Girgaon,
Charni Road (East), Mumbai - 400 004.

+91 9619336336 | info@thedramaschoolmumbai.in
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CIN No. U74999MH2016NPL283780

A Section 8 Company under The Companies Act 2013

"Donations for this company are exempt
u/s 80G of the Income Tax Act 1961
No. CIT(E)/80G/3251/2019-20"



Stipend: We offer a competitive stipend for this position.

A reference letter will also be provided on the successful completion of the job.

Deadline for applications: 21st July, 2023

This job description is intended to convey information essential to understanding the scope of the Fundraising Tracker Coordinator position. It is not intended to be an exhaustive list of skills, duties, or responsibilities associated with the role. The organisation reserves the right to modify the job description as needed.

Connect with Prachi Koppikar pkoppikar@dsfm.in with an expression of your interest and a profile outlining your research skills.

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