



Rythmus Foundation

Job Description

Position Title:	Admin Assistant
Key Responsibility:	- Create and manage a full-year strategy for fundraising, including donor identification, cultivation, solicitation, and stewardship. - Proactively identify, solicit, and manage relationships with corporate partners, local businesses, and community organizations. - Identify grant opportunities, prepare and submit compelling applications, and manage all required follow-up reporting. - Plan, promote, and manage logistics for all foundation events, providing end-to-end support. - Develop and oversee the annual campaign's marketing across print, email, and social media. - Lead the development and implementation of a new program for legacy and estate gifts. - Lead ongoing stewardship efforts for donors, board members, sponsors, and event participants. - Oversee the real-time database, ensuring it is accurate and accessible to leadership. - Develop sponsorship packages, donor collateral, and advertising materials that align with brand guidelines. - Continuously assess the annual giving program's performance and report updates to the Executive Director and Board. - Actively attend and support all RYTHMUS FOUNDATION events, campaigns, and meetings as required. - Work in close coordination with the Executive Director and internal teams to achieve all philanthropic and sponsorship objectives.
Essential Skills	A strategic and proactive individual with a proven track record in philanthropy, sponsorship, and partnership management. Brings strong experience in sales or development, with excellent skills in stakeholder engagement, negotiation, and event planning. Possesses outstanding critical thinking and communication skills, capable of working charismatically with individuals of all ages and backgrounds. Willing to work evenings and weekends for events. Passionate about building relationships and driving the foundation's mission forward through effective fundraising and sponsorship strategies.
Location	Remote
Qualification	Any Graduate
Experience Required	02 to 03 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote