



Rythmus Foundation

Job Description

Position Title:	Event Fundraising Officer
Key Responsibility:	- Develop and execute a diverse portfolio of fundraising events, from galas to virtual campaigns, to meet financial targets. - Set clear fundraising goals and income targets for each event, aligning them with the NGO's overall strategy. - Identify, cultivate, and secure corporate sponsors and new donors through tailored sponsorship packages and outreach. - Create and manage comprehensive event budgets, tracking all income and expenses to ensure financial accountability. - Collaborate with the communications team to develop and implement promotional campaigns that drive ticket sales and donations. - Manage all event logistics, including vendor negotiations, venue selection, and on-site coordination for seamless execution. - Foster strong donor relationships through personalized engagement, recognition at events, and timely post-event follow-up. - Recruit, train, and manage event volunteers, assigning clear roles and responsibilities. - Conduct post-event analysis to evaluate success against goals, gather feedback, and report on outcomes. - Research and implement innovative fundraising strategies and technologies to enhance donor engagement and revenue.
Essential Skills	Fundraising Acumen: Proven ability to set and achieve financial targets through events, sponsorship, and donor engagement. Donor Relations & Sponsorship: Strong skills in cultivating relationships, securing sponsors, and stewarding donors. Budget Management: Proficiency in creating, managing, and tracking event budgets to ensure financial viability. Strategic Marketing & Promotion: Experience in developing compelling event messaging and multi-channel promotional campaigns. Stakeholder Engagement: Outstanding interpersonal and communication skills to inspire donors, volunteers, and team members.
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