



Rythmus Foundation

Job Description

Position Title:	Assistant for event fund raising officer
Key Responsibility:	- Provide comprehensive administrative support to the Event Fundraising Officer, managing calendars, correspondence, and meeting preparations. - Assist in maintaining and updating the donor and prospect database with accurate contact information, giving history, and interactions. - Help prepare fundraising materials, including sponsorship packages, donor proposals, gift acknowledgment letters, and post-event reports. - Support the logistical coordination of donor-centric events, such as cultivation lunches, thank-you receptions, and pre-event briefings. - Process donations and pledges received from events, ensuring timely and accurate entry into the fundraising system. - Conduct prospect research on individuals, corporations, and foundations to identify potential new sponsors or major donors for events. - Assist in tracking the fundraising pipeline and progress against event revenue goals. - Coordinate with the finance and communications teams to ensure proper donor recognition and reporting.
Essential Skills	- Excellent organizational skills and meticulous attention to detail. - Strong written communication skills for drafting professional correspondence and materials. - Discretion and a high degree of confidentiality when handling sensitive donor information. - Proficiency in database management and standard office software (e.g., MS Office/Google Workspace, CRM systems).
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote