



## **Job Description for Associate – Partnerships and Business Growth**

**Position:** Associate – Partnerships and Business Growth

**Number of Vacancy:** 1 (Full-time)

**Location:** Kolkata – West Bengal

**About the Organisation:** <http://udyogini.org/>

### **About the Role:**

Udyogini is seeking a passionate and proactive associate to join our Partnerships and Business Growth team. As an associate, you will play a pivotal role in supporting our fundraising efforts, lead generation, proposal writing, and ensuring compliance and due diligence. This is a unique opportunity to contribute to the growth of an organization that is making a tangible difference in the lives of women in rural India.

### **Key Responsibilities:**

- **Individual and Corporate Fundraising:** Assist in identifying potential individual and corporate donors, researching their giving preferences, and contributing to the development of fundraising strategies to secure financial support for our programs.
- **Lead Generation:** Collaborate with the team to identify and create a database of potential leads, partners, and collaborators to expand Udyogini's network and impact.
- **Partnership Development:** Assist in cultivating partnerships with other organizations, governmental bodies, and private entities that share Udyogini's mission, fostering mutually beneficial collaborations to enhance program effectiveness.
- **Proposal Writing:** Support the creation of compelling project proposals and grant applications by conducting thorough research, gathering data, and helping to articulate Udyogini's mission, programs, and impact.
- **Compliance and Due Diligence:** Assist in completing the due diligence processes of the organization.
- **Stakeholder Engagement:** Collaborate with various internal teams to gather information and insights required for fundraising and proposal development. Liaise with stakeholders to gather success stories, impact data, and other relevant content.
- **Administrative Support:** Provide administrative support to the team, including maintaining records, tracking progress, and preparing reports as needed.
- **Learning and Development:** Actively engage in learning opportunities provided by Udyogini, including workshops, seminars, and exposure to various aspects of NGO operations.

### **Qualifications:**

- Postgraduate in any field
- Passionate about women's empowerment, social development, and NGO work.
- Excellent written and verbal communication skills.
- Strong research and analytical skills.
- Attention to detail and ability to work independently.



- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work collaboratively in a diverse team environment.
- Familiarity with rural development challenges in India is desirable.
- 0-2 years of experience in relevant role is desirable.
- Willingness to travel to field areas for in depth understanding of our work.

**Benefits:**

- Gain practical experience in non-profit operations and fundraising.
- Contribute to meaningful projects that directly impact women's empowerment and rural value chain development.
- Networking opportunities within the NGO sector and beyond.
- Certificate of completion and recommendation letter based on performance.

**Compensation: INR 360,000 to INR 480,000 annually**

**How to Apply:**

Please share your updated CV along with a cover letter to [hr@udyogini.org](mailto:hr@udyogini.org) by **August 23, 2026**. Shortlisted candidates will be contacted for an interview. Kindly mention the **position name** and **location** in the subject line of your email.