

# **Wanted: Fundraising Volunteer at RASTA India, 6-12 Months Starting ASAP**



## **About RASTA**

RASTA - (Rural Agency for Social and Technological Advancement, [www.rastaindia.org](http://www.rastaindia.org)) is a voluntary organization in the heart of lush Wayanad, Kerala, India. It was established in 1987 to extend the reach of various government schemes to rural areas. RASTA works with marginalized groups in the areas of agriculture, water conservation, ecosystem conservation, health, education, women empowerment, income generating training programmes, natural resource management and renewable energy

RASTA is currently going through a transition period and due to cuts in funding, we are finding much difficulty in continuing our services to the community. We are searching for a qualified individual to focus on new avenues and ideas in order to invest in improvements for our facilities and outreach programs.

## **Role Description:**

The fundraising volunteer is responsible for the general oversight and day to day operation of all fund development operations including, but not limited to, all fund raising activities, promotion, special events, policies and procedures, record keeping, and support for active volunteers.

## **Duties & Responsibilities Include:**

- Identify and build relationships with potential donors and maintain records of all activity
- Prepare grant applications for organization projects
- Secure and negotiate commitments of participation or donation from individuals or corporate donors and write and send letters of thanks to donors
- Lead day-to-day project work and coordinate short term volunteers
- Work closely and attend meetings with core staff and other long-term volunteers to ensure cohesive approach to overall strategy
- Direct or supervise volunteers (as needed) to assist with fundraising goals & projects
- Monitor budgets, expense reports, or other financial data for fundraising organizations

- Write reports or prepare presentations which communicate fundraising program data (this may include travel to various locations in India)
- Plan and attend all functions of the organization – including special events for fund raising purposes
- Assist in the development & implementation of an evaluation framework for staff and volunteers
- Assist in the recruitment and orientation of new volunteers and committee members as necessary

### **Ideal Candidate**

- Shares RASTA's core values and is passionate about our mission
- Has some experience raising funds for new projects and managing large budgets
- Has successful experience/interest in the NGO or business sector
- Is proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Is able to communicate effectively orally and in writing in English
- Is able to work effectively in a team, with a friendly, positive, can-do attitude

### **What we offer you:**

- Valuable work experience in managing and fundraising for an NGO
- A chance to directly contribute to the well-being and development of the surrounding community
- Free accommodation (private room with shared bath) and homemade, organic, vegetarian meals after a trial period of 8 weeks (a contribution of 2€ per day will be required during the trial period to cover food costs)
- Monetary compensation for basic expenses can be negotiated after the trial period has ended
- A gateway to explore the region's natural and historical sites and visit RASTA projects
- Flexible vacation time to be arranged upon arrival
- An immersion living experience in a rural community in tropical Wayanad, Kerala
- A chance to connect with both locals and international travellers and volunteers
- Learn Malayalam, yoga, and Ayurvedic massage if desired

### **How to Apply**

Send your CV (including two references with email contact), a short letter of motivation, and your Skype ID for possible interview to [contact@rastaindia.org](mailto:contact@rastaindia.org) to be considered for this role. Please mention Fundraising Volunteer in the subject of your email.