



VACANCY ADVERTISEMENT: APNI SHALA FOUNDATION

Job Title: Fund Raising & Communications Manager

Location: Mumbai

Employment Type: Permanent, Full-time, 6 days a week

Reporting to: CEO

BACKGROUND

Apni Shala Foundation is a young and vibrant organisation having its roots in the Tata Institute of Social Sciences. It was started by 3 TISS alumni in 2013. The organisation has been working towards providing the best experiential learning platforms to children from low income communities with the aim to develop life skills. Apni Shala's vision is to equip all children with the attitudes and skills they need to bring about positive change in themselves and in society.

Within a period of 2 years, Apni Shala has engaged more than 2000 children in and around Mumbai and offered life skills education programmes to over 20 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and other revenues.

JOB PURPOSE

Apni Shala has been growing and has collaborated with education institutes all across Mumbai. The work done by Apni Shala has received applause in the education space and the organization envisions reaching out to even more children the coming year. To do this we need to communicate our message with various stakeholders to build more visibility, as well as harness financial support from various funding agencies. Therefore, a Fund Raising & Communications Manager at Apni Shala plays a key role in widening the organization's reach.

Reporting to the CEO, the Fund Raising and Communications Manager will be working closely with the core team. This position will assist in the development of strategic and operational goals for Fund Raising and Communications in Apni Shala and take responsibility for execution of the same. The position involves management and coordination in the team of interns and volunteers required to create & implement fund raising & communications strategy.



RESPONSIBILITIES

- Develop and execute Apni Shala's Fundraising strategy
- Develop existing and new fundraising products, initiatives and events
- Identify and acquire grants and major donations from philanthropic bodies, government departments, individual donors and the corporate sector
- Develop donor relations management tools and execute the same
- Work in collaboration with concerned staff on budget & also manage budgets including incomes & expenditures
- Maintain all funds, accounts, budget, financial bills and donor related information
- Create all communications collateral required for fund raising, including presentations, project proposals, donor reports and annual reports
- Widen Apni Shala's visibility by developing Apni Shala's Communications strategy
- Create communications material including brochure, posters, pamphlets as and when required
- Liaison with third party vendors/interns for creation of the above materials if required
- Create and manage online communications media including the website, digital social media, blog and newsletters
- Liaison with third party vendors/interns for creation and maintenance of these media
- Liaison with photographers/videographers/writers for documenting activities and creating content for communications collateral
- Manage Public relations including engaging press and media

REQUIREMENTS

Knowledge, Skills and Attitudes:

- Demonstration of high level of interpersonal skills including ability to build relationships within and outside the organisation
- Proficiency in English – written and oral
- Proficiency in use of standard software applications (MS Word, MS Excel & MS PowerPoint)
- Proficiency in proposal & report writing

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- Understanding of basics of budgeting & book keeping
- Ability to manage multiple projects at a time
- Understanding of Branding and Design
- Orientation to detail
- Experience of working in a related field for a minimum of 1 year

Core Competencies:

- Committed to Apni Shala's vision & values
- Highly motivated and committed
- Openness to explore new and innovative learning methods
- Ability to self-initiate tasks, work independently with minimum supervision
- Ability to collaborate and co-operate with team members
- Ability to deal with ambiguity
- Ability to motivate and inspire others

Background/Experience:

- Have completed a graduate or post-graduate course in any discipline.
- Have relevant work experience of at least one year

Working Conditions:

- The Fundraising and Communication manager mainly works from the Mumbai office but may need to travel across Mumbai and sometimes outside Mumbai as a part of his/her role.

HOW TO APPLY

Send your CV and cover letter by e-mail to **contact@apnishala.org**. In your cover letter, do tell us why you desire to join Apni Shala. Also state your monthly salary expectations as well as your previous last drawn salary.

For more information about the organization, please visit Apni Shala online at www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala

