

FOSTER & FORGE FOUNDATION DEVELOPMENT & COMMUNICATIONS LEAD

Introduction

Foster & Forge Foundation is a non-profit, Section 8, organization seeking to transform the lives of millions of school children by bolstering their education with relevant skills needed to succeed in school and beyond. We do this by building leadership skills in government school teachers through a robust two-year fellowship program called the Beacon Educator Fellowship.

Our fellowship creates an opportunity for India's largest teacher community – government school teachers – to re-imagine their classrooms along with their children. The teachers get exposed to new and innovative methodologies; and they begin to cultivate the knowledge, skills, and mindsets necessary to attain positions of leadership in the education system, identifying their role in building a larger movement for meaningful education, and its impact towards sustainable development.

Foster & Forge Foundation has been working with government schools in Uttar Pradesh for 7 years, taking the fellowship to all 75 districts of Uttar Pradesh. We are now in the process of envisioning what our impact could look like in the next 3 years to come.

At Foster & Forge Foundation we are inclusive by the way of cherishing and respecting individuals. We foster innovation with flexibility in our ideas to apply it in creative ways. We love to learn new things, work with people, and always maintain naked honesty. We never give up because we are mindful and have gratitude for everything and all that we can do. And we stand with our tribe, helping each other to gather courage and resolve challenges. This culture is a core part of who we are as Foster & Forge Foundation and each member of the organization is expected to engage with and imbibe this culture.

About The Role

The Development & Communications Lead will be a passionate and collaborative communicator who will be responsible for advancing the organization's vision by ensuring donors & other stakeholders feel connected to FNF's mission and are inspired to join, invest, and engage in the movement.

The Communications and Development Lead will build the organization's narrative through content creation, targeted outreach to key audiences, and use of analytics to inform strategic communications and fundraising efforts. The Lead will identify a diversified range of funding sources to ensure long-term income sustainability, including governmental, corporate and private foundations grants. Manage fundraising database, and organize and implement special events. Along with this, identifying possible income generating opportunities and implementing the same in consultation with the CEO.

Responsibilities

The Development and Communications Lead will report directly to the CEO.

Development:

Lead the development strategy and execution of the organization's vision.

- Raising funds and managing the annual budget.
- Building the impact narrative along with the State lead.
- Creating a funding model for the organization based on the current funding landscape.
- Serve as the primary relationship manager for long-term and high-potential donors (CSR, Foundations, and Individuals)
- Develop a renewal strategy grounded in a deep understanding of the interests and priorities of existing funders as well as of the interests and priorities of the organisation.
- Articulate the need and challenges authentically to donors to build partnerships, that will further the mission of FNF.
- Building alliances and partnerships with other organisations.
- Lead the design of funding collaterals and oversee its execution.
- Lead fundraising campaigns & events for the organisation.
- Raising awareness about the organisation's work at CSR events and any other fundraising summits.

Communications:

Lead the design and execution of the communication strategy to advancing the vision of the organization.

- Develop and manage effective communication strategies that build brand awareness, and are aligned with needs of the donors.
- Lead & oversee the creation of marketing and communications collateral to ensure that it is consistent with the organization's brand, including white papers, website copy, and more.
- Lead & oversee the creation of informative and interesting press releases, newsletters, and other related marketing material.
- Determine & oversee the execution of strategic communications campaigns across all platforms that will help further organizational goals.
- Develop and oversee the implementation of systems to update website content and design across all communication areas.
- Develop marketing and social media strategies, using social media data and analytics to make key-decisions.
- Represent the organization at events and press conferences like CSR events & Educational summits.
- Lead efforts to continue sharpening social media presence as a way to engage stakeholders, build momentum and share success stories.

- Hire & supervise the Communications Associate.
- Work the Finance team, to ensure quality control in all donor-related systems and processes of budgeting, Finance, and due diligence.

Other than the above responsibilities, staff members are expected to pitch in wherever needed to further the organization's vision & mission.

Experience

- 5 + years of work experience (minimum) in the development sector.
- 2 years should have been spent in an operations leadership role.
- (Preferred) Masters degree in a relevant discipline.

Competencies and Skills

- Ability to nurture and strengthen relationships at all levels.
- Maintain the team culture of openness and collaboration. Inspire and motivate the team as a strong team leader.
- Program and Tool designing skills in the context of Monitoring and Evaluation.
- Data analysis, reporting and presentation skills.
- Excellent communication - written and verbal, in both English & Hindi.
- Ability to understand the pulse of the ecosystem and make well informed decisions.
- Ability to inspire confidence and create trust in the team & across all stakeholders.
- Analytical abilities and Problem-solving skills.
- Knowledge of a wide range of media outlets, including print and digital and the ability to create a pitch and engage actively with media for generating coverage on important issues and topics.
- Commitment to excellence, accuracy, attention to detail.

Other Information

The position of the Development and Communications Lead will require a full time commitment.
Location of the main office will be Noida as mentioned in the address.

Compensation: 7.2 LPA

Interested candidates may send an email to roopali@fosterandforge.org along with their resume. The subject line should be “Application for Development and Communications Lead.”

To know more about us please follow the links below:

Website: www.fosterandforge.org

Facebook: <https://www.facebook.com/fosterandforgefoundation>

Instagram: <https://www.instagram.com/fosterandforge/>

LinkedIn: <https://www.linkedin.com/company/foster-and-forge>

Twitter: <https://twitter.com/fosterandforge>

YouTube: <https://www.youtube.com/channel/UCvF84V6iRCmdsJuPgfENK4Q>

Registered address: 549 Mount Kailash Apartments, East Of Kailash, New Delhi – 110065
Operations address-office 2, 7th floor Building 18, Sector 142, Noida 2001301
Phone: 9818570589, 9810608088
info@fosterandforge.org