**Fundraising and Communications Officer in Mumbai at Rishi Valmiki Eco School**

**About Rishi Valmiki Eco School (RVES)**

Rishi Valmiki Eco School (RVES) is run under the Dnyansadhana Education Society – a trust working in the education sector for over 35 years in Mumbai. We are a non-profit school with a mission to provide quality education to underprivileged kids and create a greener generation passionate about nature. RVES follows unique pedagogy of story-based and experiential learning for all subjects and wildlife. We transform our Maharashtra State Board curriculum into stories and activities; particularly focussing on conceptual learning. Our work environment and empathetic educators give utmost importance to the emotional well-being of children.

https://www.rves.org/

**Start Date: Immediate joining.**

**Remuneration: 28000/- to 32000/- per month.**

**About the Job profile:**

The selected candidate’s day-to-day responsibilities include:

* Conducting research on fundraising opportunities. Researching potential sponsors, preparing the design of further communication
* Writing funding proposals and submitting these to potential donors.
* Preparing quarterly budgets and reports.
* Implementing a variety of marketing strategies and promotional campaigns.
* Organizing and attending non-profit events and networking with relevant stakeholders.
* Establishing good relationships with staff, members of the public, and the media.
* Proposing and managing fundraising campaigns and events
* Maintaining a database on existing sponsors and expanding the network
* Maintaining and monitoring trackers

**Skill(s) & Qualification(s) required**

* Bachelor's degree in PR, Fundraising, or any related field (preferably a master's degree).
* 3-5 years of fundraising experience.
* Previous experience in sales or marketing is also acceptable.
* Sound knowledge of the social and education sector.
* Experience managing a team.
* Excellent written, verbal, and telephonic communication skills. English Proficiency (Spoken). English Proficiency (Written).
* Proposal Writing & Financial Budgeting
* Digital & Social Media
* Google Workspace
* MS-Excel/Google Sheets
* MS-Word/Google Docs
* MS-Powerpoint/Google Slides
* Canva

**Additional Preferred Skills**

* Knowledge of or interest in Wildlife Conservation / Environmental Protection
* Knowledge of or interest in Climate Change, Education & Interventions
* Creative
* Analytical
* Task-driven
* Organised and ability to multi-task
* Detail-oriented
* Research-oriented

**Who can apply**

Only those candidates who:

* Are available for full-time: Monday to Saturday (once a week work from home).
* Are available for a duration of a minimum 8 months and have to sign the contract for 8 months which can be extended mutually. ( from October 2022 to May 2023).
* Have relevant skills and interests

**Perks**

* Certificate
* Letter of recommendation
* Flexible work hours & work from home opportunity