



POSITION SUMMARY:

Job Title: Fundraising Associate

Location: Based in Mumbai (may require limited travel outside Mumbai)

Employment Type: Permanent, Full time, Monday to Friday (2 Saturdays working in a month)

Reporting to: CEO, Apni Shala Foundation

ABOUT APNI SHALA

Apni Shala was co-founded in 2013, and has been working since then towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. We are working towards a 3-fold mission:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic and social and emotional competency development.

Apni Shala's approach to Social Emotional Learning (SEL) is informed by Collaborative of Academic Social and Emotional Learning Framework (CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. Over a period of 9 years, Apni Shala has worked with over 8000 young people. Our work is aimed at not just students but also teachers and caregivers in the ecosystem. Apni Shala is funded by institutional grants, individual donations and revenues through workshops. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. Personal and professional development of our staff is therefore important to us at Apni Shala and it forms a major part of every team member's journey with the organization.

WHAT ARE WE LOOKING FOR?

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders in the education system
 - Ability to adapt and respond to difficult and uncertain circumstances
 - Spirit of collaboration and trust in working with and supporting a team
 - Inclination and openness to continuous learning, feedback and growth
 - Ability to engage with and solve for inequity and exclusion with compassion
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- Commitment to one's own social emotional development and healing
- Inclination and willingness to explore and design innovative ideas and rigor to put them into action for fundraising and partnerships
- Ability and willingness to step in for responsibilities above and beyond the assigned role

ROLES AND RESPONSIBILITIES

- **Partnership Building and Management**

- Strategize, strengthen and work with Apni Shala teams to build paid partnerships for the organisation
- Manage stakeholder by coordinating meetings, relaying important information, and facilitating feedback meetings
- Identify and build partnerships with organizations and schools inside and outside Mumbai
- Conduct surveys and interviews as required by the monitoring & evaluation process
- Manage public relations including engaging press and media

- **Fundraising**

- Work with CEO to develop and execute Apni Shala's Fundraising Strategy
- Actively research and identify CSRs/Grant organizations, initial communication
- Manage donor reports (create, collaborate with team members for data, review and get reviewed, send to donors)
- Design and lead Apni Shala's Annual Crowdfunding Campaigns
- Donor relationships - set up visit dates, regular communications
- Actively find and partner print/online media to promote Apni Shala's work
- Develop and organize existing and new fundraising campaigns, initiatives and events
- Identify and work in partnership with CEO to acquire grants and major donations from philanthropic bodies, government departments, individual donors and the corporate sector
- Develop donor relations management tools and/or execute the same
- Maintain all funds, accounts, budget, financial bills and donor-related information in coordination with the accounts team
- Create all communications collateral required for fundraising, including presentations, project proposals, donor reports and annual reports
- Widen Apni Shala's visibility within potential donor segments in partnership with other

team members

- Liaison with photographers/videographers/writers for documenting activities and creating content for fundraising-related communications collateral

- **Coordination & Supervision**

- Create monthly/periodic progress reports, collate data from partners and present to team
- Coordinate visits for donors, volunteers, and supporters at partner organizations
- Facilitate and assist in implementing fundraising-related capacity-building sessions using internal and external resources for the team.
- Participate in the performance management processes for all staff that you have worked with
- Supervise Fundraising/communications interns or volunteers

- **Self and Peer Professional Development**

- Work towards personal and professional development (PD) goals by attending organizational PDs and other relevant workshops/courses or reading and researching relevant themes
- Participate in supervision meetings facilitated by your supervisor aimed at building a practice of reflection, personal and professional development
- Contribute towards the team's development by engaging actively in professional development opportunities, co-planning and collective work
- Support Apni Shala's fellowship programme and facilitate fellows' professional development on entrepreneurship, fundraising and resource building
- Facilitate SEL workshops towards developing a practice informed understanding of Apni Shala's work

- **Organisational Development**

- Work towards expanding organisational visibility in larger ecosystem
- Participate in resource mobilisation, fundraising, advocacy, communications, culture building and other related activities as guided by the organisation

QUALIFICATIONS, SKILLS AND ABILITIES

- 1+ years of experience of partnership development and resource building / fundraising

- 1+ years of experience of field work in facilitation or teaching with students (preferred)
- Well developed oral and written communication skills in English and fluency in conversational Hindi
- Well developed project management skills
- Well developed report writing, data analysis skills and ability to represent data and articulate ideas effectively
- Fluency in using Microsoft office, Google Apps (Drive, Docs, Sheets, Slides)
- Experience leading, managing or supporting teams
- Ability to analyse finances, draw insights and trends to inform decision making
- Ability to problem solve, recommend and implement solutions

APPLY NOW

Send your resume and cover letter by email to hr@apnishala.org with a copy to prasad.teli@apnishala.org. Please mention “**Application for the position of Fundraising Associate**” in your subject line. In your cover letter, do tell us why you would like to work with Apni Shala in this role.

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