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| **Job Title:** | **Executive – Fundraising and Communications****Reports to:** Manager -Fundraising and Communications **Positions reporting into the role:** Not Applicable**Key Interfaces:** 1. CEO on matters related to funding requirement and Masoom funding strategy
2. Finance for understanding of budgetary requirements
3. Departmental heads for communication support
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| **Position Summary**  | This role is responsible for coordinating all fundraising and communications activities and outputs across the organization. The role-holder must ensure that Masoom activities and programmes are effectively showcased with different stakeholders and audiences through effectively managed communication channels. |
| **Key Accountabilities**  | * + - 1. **Overall Management of Fundraising and Communication Calendar**:
* Implement and maintain the Fundraising and Communication policy for Masoom to ensure standards and uniformity across functions.
* Chart out different activities related to Communication to create a Communication Calendar; ensure alignment of this Communication Calendar with Masoom objectives and activities
* Roll out this calendar and track its implementation on a monthly basis
* Manage the production of all communication material and collaterals to ensure that the Communication creates the desired impact
	+ - 1. **Managing and monitoring regular fundraising and communication activities**:
* Prepare all marketing communication material i.e. monthly newsletters, regular updates on online portals, maintaining the website
* Oversee all forms of external communication like donor reports, helping and guiding with lay-out
* Support in any proposal writing as and when required
* Create exiting donors and potential donors database and maintain the same.
* Gather information, case studies, update from Program MIS Manager to incorporate where relevant in own line of work (such as specific communication around Program impact, current activities, etc)
* Support Program team in activities which require a Communication drive / series of actions centered around Communication
	+ - 1. **Departmental support:**
* Identify and support communication drives along with Program team to support their activities
* Work closely with Manager – Fundraising and Communications as and when required to showcase Masoom in forums using communication channels
* Identify communication approaches to promote Masoom activities.
	+ - 1. **Reporting**:
* Reporting to donors in a set format
* Reporting to Manager – Fundraising and Communications
	+ - 1. **Link in Volunteering Program**:
* Be the link between Masoom and funders / donors for volunteers – explain the Masoom Volunteering Program to donors and be the initial coordination to put the volunteers through to the HR Manager who would be responsible for the volunteers screening and induction
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| **Qualification** | Graduate  |
| **Work timing** | 10am to 6pm  |
| **Work Location** | Mumbai |
| **Experience** | 1. 1 -2 years of experience in a like-sized organization
2. Experience in communications is a must, marketing, journalism exposure will be added benefit
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| **Skills** | Excellent presentation skillsExcellent written and verbal communicationCreativity and eye to detail Creating impact and ability to influence |