

## VACANCY ADVERTISEMENT: APNI SHALA FOUNDATION

Job Title: Fundraising & Communications Manager

Location: Mumbai

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

Reporting to: Director, Strategy and Partnerships

Application Deadline: 15<sup>th</sup> December 2018



### 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 building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. The Apni Shala Foundation works on primarily three broad areas: creating promotive and preventive mental health programs in partnership with schools, offering professional development opportunities to teachers, educators and mental health professionals, and running a research based school that integrates academic, social and emotional competency development.

Within a period of 5 years, Apni Shala has engaged more than 6000 children in and around Mumbai and delivered social emotional learning programs to over 30 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and revenues through workshops.

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 Director, Strategy and partnerships, the Fundraising and Communications Manager will be working closely with the core team. This position will assist in the development of strategic and operational goals for Fundraising and Communications in Apni Shala and take responsibility for execution of the same. The position involves management and coordination in the fundraising team which will



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include 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 campaigns, 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/or 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 in coordination with the accounts team
- 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
- Work experience of 2 years

### **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

*Application Deadline:* 15<sup>th</sup> December 2018

Send your CV and cover letter by e-mail to [amrita@apnishala.org](mailto:amrita@apnishala.org). In your cover letter, do tell us why you desire to join Apni Shala.

For more about Apni Shala, please visit Apni Shala online at [www.apnishala.org](http://www.apnishala.org) | [apnishala.wordpress.com](http://apnishala.wordpress.com) | [facebook.com/apnishala](https://facebook.com/apnishala)

