



## POSITION SUMMARY:

**Job Title:** Fundraising Associate

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

**Employment Type:** Permanent, Full time, 6 days a week (with two term breaks)

**Reporting to:** CEO, Apni Shala Foundation

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## ABOUT APNI SHALA

Apni Shala was co-founded in 2013 with a vision "to build social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence". Our approach to Social Emotional Learning (SEL) is informed by the Collaborative of Academic Social and Emotional Learning Framework (CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. The foundation is funded by grants and donations from individuals and institutions. To know more about our work, watch [The Apni Shala Story](#).

## WHAT WE ARE LOOKING FOR

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders
- 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
- Commitment to one's own social emotional development and healing
- Ability and willingness to step in for responsibilities above and beyond the assigned role
- Interest in working with government / low-income schools

## 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
  - Manage donor reports (create and collaborate with team members for data, review and get reports reviewed and send to donors)

- Co-design and lead Apni Shala's Annual Crowdfunding Campaigns
  - Set up visits and maintain regular communication with donors
  - Actively find and partner with 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
  - 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
- **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
    - Volunteer in Apni Shala classrooms to develop a practice informed understanding of Apni Shala's work
- **Organisational Development**
    - Work towards expanding organisational visibility in larger ecosystem
    - Organise and facilitate Fundraising and Organizational awareness events / desks
    - Participate in resource mobilisation, fundraising, advocacy, communications, culture building and other related activities as guided by the organisation

## **QUALIFICATIONS, SKILLS AND ABILITIES**

- 1-2 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](mailto:hr@apnishala.org) and [rohit@apnishala.org](mailto:rohit@apnishala.org). Please mention “**Application for 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 [www.apnishala.org](http://www.apnishala.org).