

ROLE DESCRIPTION

Position Specifics			
Position Title	Associate- Strategy & Partnership		
Department & Function	Founder's Office		HoD: Manager- Strategy & Partnerships
Location	Dhunela Campus		Grade
Employment Status	Regular		
Date of review of Position Description			

Purpose of this position
<ol style="list-style-type: none"> 1. Supporting the development and documentation of organization's strategy. 2. To assist with the fundraising deliverables from the Founder's office, including donor outreach, progress tracking and reporting. 3. To assist in the execution of programs managed by the Founder's Office to strengthen donor and partner relationships, and sustainability of the programs. 4. Contribute with strategic insights & writings into the brand building initiatives of the foundation 5. Draft and edit content across PR and digital channels, supporting press notes and impact stories while ensuring consistency and clarity. 6. Assist in building key relationships by supporting important visits, internal events, and coordination efforts.

Operating Network		
Supervisor's Designation	Manager- Strategy & Partnerships	
Supervisor's Name	Ms Shivani Vashishth	
Direct Reports	As per need	
Indirect Reports	Nil.	Role works with all departments

Interactions	External Partners , NGOs, Donors, HNI, Corporates	Internal Team Members
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Activity list

Fundraising, Partnerships and Strategy

1. Support fundraising deliverables from the Founder's Office, including donor outreach coordination, proposal support, progress tracking, and reporting.
2. Identify and support the development of new partnerships through structured research, profiling potential partners, and assisting in outreach preparation.
3. Assist in managing relationships with HNIs and key funding partners by supporting communication, meetings, follow-ups, and stewardship documentation.
4. Support execution of Founder's Office-led programs and partnerships to strengthen donor and partner relationships and ensure long-term sustainability.

Brand, Communication & Writing -

1. Assistance in maintaining strong working relationships relevant government offices, ensuring consistent communication and coordination
2. Contribute strategic inputs and writing support to brand-building initiatives, campaigns, and key institutional moments aligned with the foundation's long-term vision.
3. Draft and edit content across PR and digital channels, including press notes, impact stories, reports, and social media, ensuring clarity, consistency, and accuracy.
4. Support the planning and execution of communication calendars in coordination with internal teams and leadership priorities.

Research, Events & Coordination Support

1. Conduct sectoral and program-related research to support strategic initiatives, fundraising, and external communications from the Founder's Office.
2. Assist in developing communication and briefing materials for internal events, external meetings, donor visits, and leadership engagements.
3. Support important visits, internal events, and corporate coordination efforts to help build and strengthen key institutional relationships.

Critical information		
Access to confidential information	Yes	

Basic requirements		
Educational Qualification	1. Post Graduate with professional qualifications in development sector 2. High level of commitment to service & working for the upliftment of underprivileged communities. 3. Growth mindset, agile and tech-savvy.	
Experience	<ul style="list-style-type: none"> • At least 1-2 years of experience in a similar role. • Effective communication skills to align leaders, and stakeholders(internal & external) • Impeccable standards of integrity, confidentiality, and professional discernment • Thrives within an agile, high-velocity environment, adeptly managing concurrent priorities, with the ability to work both independently and collaborate with a team • Demonstrated the ability to work effectively with or within the NGO community in a high-pressure and high-visibility context. • Strong knowledge and experience in project management coupled with demonstrated coordination ability and commercial knowledge 	Industry: NGO's, Corporates
Language fluency	English and Hindi	
CTC	• FIXED- TBD	

	• VARIABLE- Nil
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