

Positional Description

Leader - Resource and Communications

October 2018

Organizational Background

Muktangan, founded in 2003 as the sole project of Paragon Charitable Trust, currently runs 7 municipal schools and a Teacher Education Centre in Mumbai. It trains local low-income, community members (mainly women) to implement its educational model within these Govt. schools. The organization now has more than 600 employees, serving 3700 children directly. Muktangan's unique pedagogy, which is based on the principle of constructivism, is also now impacting over 40000 children through outreach programs. However, the issues in Indian education are enormous and in order for the model to sustain and scale further, financial sustainability is a key priority. The purpose of the position is to strategize the long term financial sustainability of Muktangan, which is at present 100% grant funded.

Key Responsibilities

1. Create and implement Muktangan's Fundraising strategy:
 - a) Working with the Internal Leaders and Advisors in designing a long term (5+ years) strategy for developing a committed base of financial partners.
 - b) Network directly with "new" institutional donors / corporate / HNI's and drive the proposals management (mostly customized) in collaboration with the Program Leadership team.
 - c) Oversee & track the accurate recording of department data in the MIS system and develop analytics that would need to be presented to the CEO & COO every month.
 - d) Monitor a team of fund raising professionals (3-4) to ensure the effective implementation of the strategy. Ensure that all commitments to donors are met as per the expected quality and timelines.
 - e) Coach the Resource Team members in realizing their potential and providing on the job exposures that enrich their abilities.

2. Communications Enabler:
 - a) Design a communications strategy that furthers the value proposition of Muktangan and develops higher visibility in relevant target sections.

- b) Strategize and manage directly (including finding sponsors) special fund raiser events or campaigns that will further the Muktang brand in donor networks.
- c) Work closely with the Program Leadership and provide networks (focused on potential adopters of Muktang classroom methods) that need to be converted to meaningful outreach partnerships. Also provide useful market insights to the team.
- d) Mentor a communications professional in the team and track the quality of key deliverables. (newsletter, social media updates & campaigns, case studies etc.)

Education and Work Experience:

- Post graduate degree (preferably MBA)
- At least 10 years of experience in fundraising/ investor relations / business development
- Experience with directly leading a team of minimum 2-3 people

Critical Skills

- Networking skills (sourcing, tracking and converting)
- Outstanding communications and inter-personal skills
- Outstanding writing skills
- Proven ability to work with senior management and lead “new projects”
- Participatory approach to decision making
- Mentoring skills (set up and track development plans for the team)

Positions Reports to:

This position will directly report to the CEO

Interested candidates are requested to send their CV's to:

Mr. Vineeth Iyer / Ms. Payal Maheshwari

Email: vineeth.iyer@gmail.com / payalmaheshwari@muktanganedu.org

Phone: +91 9065504794 / +91 9820196452