



JOB DESCRIPTION

Job Title	Events & Fund Raising Executive
Department	Art & Events
Location	Corporate Office
Reporting to	Director-Arts & Events
Number of Position	1

Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)

Kinship for Humanitarian Social and Holistic Intervention in India (KHUSHII) is an independent not-for-profit organization registered under the Societies Registration Act. **Founded in 2003 by Cricket legend Mr. Kapil Dev**, KHUSHII is a self-implementing organization. KHUSHII's distinctive goal is to empower women and children from poor and marginalized communities leading to improved life of dignity through Education, Economic Empowerment and better health facilities. Till now, KHUSHII has **impacted more than 1.5 million lives** in their fight against poverty and social neglect. KHUSHII is currently delivering well planned and comprehensive projects in **education, skill development & livelihood, health & nutrition and sanitation** in 10 states of India.

Purpose of the job

The KHUSHII Art & Events Team is an integral part of the fundraising mechanisms at KHUSHII. The Team is responsible for a targeted amount of fundraising annually and prides itself on conceptualising, planning and executing 'out of the box', unique and interactive fundraising events and campaigns to see this target through.

KHUSHII is seeking a dynamic and confident event professional, a natural philanthropist who would be dedicated to their position at the NGO and the cause.

The successful candidate will be a part of a close-knit Art & Events Team who work around the clock and with a true sense of team spirit. He/She will work to develop and lead both Online and Physical Event strategies and fundraising concepts, including the setting up and running of the KHUSHII Fundraising and e-commerce Microsite. They will also be involved in Art events, and shall be trained on the job, in the skills of art curation and aesthetics. A candidate with a natural sales acumen, or professional sales training would be preferred.

They will be required to assist senior members and consultants of the Art & Events Team and will work closely with the Director – Art & Events and Founder Member.

Job Description- Duties and responsibilities

- Conceptualising and conducting various virtual events of the organization i.e. online fundraising events, online auction events etc.
- Research, strategy, and coordination of marketing webinars and online networking events with the Senior Arts team members: setting the overarching strategy for the event platform setup, registration, promotion, and communications and social media
- Scheduling and maintaining overarching calendar for all events
- Being the main contact for our virtual event platforms for vendor relationship management, contract management, and technical problem resolution; overseeing the creation of impactful branded presentation materials
- Keeping up to date on online and live event best practices and making strategic recommendations for how to incorporate those into our events; analyzing and sharing post-event data to create status reports on event effectiveness
- Making strategic adjustments or recommendations to future events based on the results of this data analysis; and maintaining relationships with cross functional teams.
- Being involved in the Art related events; this could include researching and coordinating with artists, assisting with curation, connecting with the database to promote our Art & Events, conducting art sales and coordinating with the buyer.
- Managing Event Production and logistics at live events, including vendor coordination as required
- Guestlist and Database Management and RSVP outreach as required

Desired Specifications

	Essential	Desired
Education	Any graduate	Any graduate with demonstrated results in related field
Experience	3-5 years in related field	Experience in managing & executing various online promotional events
Skills and Knowledge	<ul style="list-style-type: none"> • Strong client servicing management skills • Analyzing event data • Excellent communication and presentation skills • Experience of working on IT software requires for virtual events. 	Should be a “Jack / Jackie-of-all-trades” in event management. Should have a wide variety of organization skills, be a self-starter, autonomous, know how to prioritize, and planning an event.

If you have a record of accomplishment in a fast-paced, collaborative and challenging environment, we welcome your application at hr@khushii.org.