

**JOB DESCRIPTION**

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| Job Title  | Assistant Manager – Donor Servicing and Communication  |
| Department  | Corporate Partnership  |
| Location  | Delhi (Head Office) |
| Number of Position  | 1 |

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

KHUSHII (Kinship for humanitarian social and holistic intervention in India) is an independent, non-governmental and non-profit organisation working for the upliftment and holistic development of underprivileged children, women and vulnerable families. Founded in December of 2003 by Cricket legend Kapil Dev, KHUSHII is currently working in 6 states in India namely Delhi, Rajasthan, Haryana, Telangana, Maharashtra and Karnataka reaching out to approx. 28,000 children and impacting lives of more than 5 lakh in the communities in their fight against poverty, abandonment, social neglect.

**Roles and Responsibilities**

* Coordinate with the Corporate Partnership team for understanding partner’s requirements.
* Develop grant proposals, fund raising concept notes, Expression of Interest (EOI) etc. by identifying opportunities, studying Requests for Proposal (RFP); that primarily resonate with KHUSHII on various thematic domains.
* Work closely with the program and other functional teams to ensure that reports are developed in compliance to agreement and maintain high quality.
* Collaborate with Communication team to generate social media posts, success stories and blogs.
* Ensure all communication materials/content are as per goals of the Organization and in line with the overall communication strategy

**Required Skills and Experience:**

* Post graduate degree in Social Work/Communications or other related social fields
* 1-3 years’ experience in NGO sector working in communication or programmes (especially Community Development and Education).
* Natural flair for writing: The candidate must possess a natural flair for writing about diverse set of issues. Excellent knowledge of written and spoken English and Hindi.
* Knowledge of MS Suite
* Organized, meticulous attention to detail.
* Ability to work with cross functional teams
* Flexible and adaptable

**Salary:** Best as per the industry standards.

Interested candidates may send CV to hr@khushii.org

Only shortlisted candidates shall be notified by us.