

## **Coordinator – Corporate Relations & Partnerships**

### **Job Description**

#### **Introduction of Organisation**

We aim to uplift lives by fostering self-reliance through initiatives in Child Education, Skill Development, Community Empowerment, Gender Equality, and Environmental Sustainability.

With a track record of impactful work, we're looking for a passionate Coordinator – Corporate Relations and Partnerships to help amplify our mission. If you're someone who wants to create meaningful change, this is your opportunity to make a difference.

**Position:** Full Time

**Experience:** 0-5 years

**Location:** Sector 44, Gurugram, Haryana

**Salary:** 5 lakhs approx. per annum (Negotiable as per caliber)

**Date of Joining:** Immediate

#### **Key Result Areas:**

1. Explore options for Corporate Sponsorships that help meet fund raising targets.
2. Coordinate all activities related to fund raising events, including liaison with event management internal/ external stakeholders, to agreed standards.
3. Build and maintain corporate and public sector undertakings' or enterprises' partnership that result in sustained sponsorship relationships for events sponsorships.
4. Network with corporate/event managers for possibilities of linkages on events to benefit the cause.
5. Any other as per organization's need and requirement.

#### **Primary Responsibilities:**

Manage and implement the institutional partnerships fundraising strategy for the organization as per the overall fundraising strategy

Analyze, implement and monitor new growth potential by introducing new partners and retaining the existing partners as per the fundraising strategy.

Provide regular updates to the management on the achievement of fundraising targets and challenges faced.

Analyze and recommend new strategies to engage institutional partners as per the organization's need.

### **Additional Responsibilities:**

Communicate with donors, representing the organization

- Establish and maintain relationships with potential donors, as per the overall FR strategy.
- Collaborate with the team to develop communication materials such as donor reports, newsletters etc.

Administration

- Maintain and update all the institutional partnerships data, records and ensure smooth and effective records' management system.
- Ensure that all the corresponding records pertaining to activities, processes, decisions taken evidences are maintained and available at any time.

Authority

- Reporting – To submit reports to the corporate donors as per their requirements.
- Communications – To send communication materials and other related documents as the authorized representative of the organization.
- Monitoring and review – Authorized to obtain progress of the projects and any reports from concerned project staff.

Work Environment

- Work with diverse set of people and beneficiaries that may have multiple issues, emotional situations and other pressures.
- Operate in challenging environments at the project site, with exposure to extreme weather conditions as well as social conditions.
- Job position may require travel locally or elsewhere.
- May be required to work beyond official hours if situations requires/arises.