

**Job Title** : **Coordinator Corporate & Institutional Partnerships**  
**Reporting To** : **CEO**  
**No.of Vacancies** : **1**  
**Location** : **New Delhi**

Railway Children (RC) is an international not for profit organization, established in UK and working in India since 1996. RC has worked at more than **35 railway stations** and **reunified more than 100,000 children** (found alone and at risk) with their respective families. RC has played a significant role in the **development of the first ever Government Guidelines on protecting Children in Contact with the Railways**. Subsequently, it was also involved in the process of **developing Standard Operating Procedure (SoP) on child protection for the Indian Railways (2015)**. Railway Children India was established as a **Section 8 not for profit Indian company in 2013 to scale and sustain the impact of RC's work in India**. Railway Children India's (RCI) vision is **"a world where no child ever has to live on the street"**.

RCI aims to transform India's railway stations into **child-friendly spaces** to protect every child arriving or passing by the station alone. At the **community** level, we work to create a safety net within the community, so that none of the children fall out of the safety net and become vulnerable. We also work at the **Government** level to strengthen systems and structures; key to ensuring long-term and sustainable changes. An integral part of our work is capacity-building the station community and railway officials on the issues faced by children, and how to respond to their needs. RCI currently works at 3 railway stations and 1 bus terminal. We are also working with children living across 7 slum communities of Delhi and NCR settled around transport terminals. Our work protects around 4000 children every year.

**Job Purpose:**

The incumbent will work very closely with the CEO to achieve the corporate and institutional income targets. The position will be responsible for managing the relationship with existing donors as well as fundraising support agencies and its longevity. The incumbent will proactively engage with and steer all RCI & RC Group stakeholders to ensure quality proposals, concept notes and reports are developed adhering to timeline.

## **Key responsibilities:**

### **Building a quality pipeline for corporate and institutional partnerships:**

- Research the corporate social responsibility (CSR) funding landscape and identify potential corporate partners who are strongly aligned with RCI's strategic goals.
- Identify the key decision maker within the researched corporates and fix appointment for the first meeting. Seek the help of RC Group Corporate Partnership team to identify decisions makers.
- Research and identify call for proposals where RCI's programme is a strong fit.
- Coordinate with and support RCI Senior Management Team (SMT) and RC Group fundraising team to submit concept notes and proposals for corporate and institution donors.
- Ensure RCI's profile and projects are up to date in platforms such as Benevity and Trusbridge and leverage the strengths to acquire corporate donors.
- Develop a constructive and consistent relationship with the fundraising support agencies and maintain seamless communication.
- Proactively build required knowledge, data and other relevant information required for writing proposals for institutional donors.
- Maintain an up-to-date pipeline tracking sheet.

### **Donor relationship/account management:**

- Develop and nurture professional relationships with the respective donor representatives and ensure seamless communication between them and RCI point of contact.
- Maintain the donor reporting and other compliance calendar and actively engage with relevant RCI & RC Group team members to make sure they are adhered to.
- Motivate donors for programmes visits, plan and manage the same efficiently.

### **Other responsibilities:**

- Prepared tailored communication materials including e-mails, letters, presentations, and phone scripts.
- Maintain effective communication with other fundraising team members to maximize opportunities.
- Develop and nurture an effective engagement plan with all the functions within RCI, especially the programmes function.

### **Expected competencies:**

- A graduate with at least 5 years of similar work experience as described in this JD. Preferably an MBA in Marketing & Sales/MSW.
- Experience in raising funds from either corporate, individual or institutional donors with proven record in developing relationships.
- Relationship / account management experience.
- Experience of building and delivering joint working plans.

- High degree of commercial astuteness and a passion for growing income.
- Excellent written and verbal communication skills along with the strong networking skills necessary to build relationships effectively with people at all levels.
- Energetic and highly driven with a sales focus.
- Good organisational skills and the ability to work to deadlines.

**Expected attitude:**

- Commitment towards working on the cause of children in difficult circumstances.
- Conduct yourself in accordance with the rules of 'Child Safeguarding Policy' and 'Code of Conduct Policy' in your Professional and Personal life, which includes reporting suspicions of child abuse or any breach of these policies.

**Job Reference: 'Corporate & Institutional Partnerships, RCI'**

**To Apply:**

The eligible candidates may send their application along with a cover letter at [@contact@railwaychildren.org.in](mailto:contact@railwaychildren.org.in) by mentioning the Job title above. Please mention 'Job reference' in the subject line of the application. Applications received without correct subject lines will not be reviewed.

At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us through our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.

Due to a high volume of applicants, only those found suitable for the role will be contacted.