



JOIN OUR MISSION

**FOR CHILDREN AT RISK
ON THE STREETS**

COORDINATOR CORPORATE & INSTITUTIONAL PARTNERSHIPS

RAILWAY CHILDREN INDIA – RECRUITMENT PACK

children RAILWAY
No child lost to the streets



WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Each day, across India – poverty, violence, family breakdown, neglect and mental health challenges force thousands of children from their homes. But, on streets and at transport hubs, children are vulnerable to exploitation, trafficking and abuse. The longer they are missing, the greater the chances they will be lost to the streets.

Railway Children India team has been working with these children for the past two and a half decades to ensure they are protected as early as possible and reintegrated with family-based care sustainably. We believe in a world where every child can thrive, away from a life on the streets. To achieve our mission, we **(a)** deliver high quality direct work with children to prototype solutions, **(b)** achieve impact at scale through system change and **(c)** build organisational capability. As we develop our strategy to 2030, we have ambitious plans to ensure no child is left behind, wherever we work.

WHO WE ARE



OUR VISION

A world where every child can thrive away from a life on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2030

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



WHAT WE STAND FOR

We stand for children

- We stand for children
- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffer repeated cycles of abuse.

**WE STAND FOR CHILDREN,
THEIR CHILDHOODS
AND THEIR FUTURES!**

These Five Values
Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

Job Title:	Coordinator Corporate & Institutional Partnerships
Department:	Fundraising
Location:	Delhi/NCR
Direct reporting to:	Chief Executive Officer
Functional reporting to:	Chief Executive Officer
Responsible for:	No reporting team member.
Nature of employment:	Permanent

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 partnership:

- 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 programme 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 programme function.

KEY RESPONSIBILITIES CONTINUED

Expected competencies:

- A graduate with at least 7 to 10 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.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children, we offer some great perks:






- Railway Children India has several examples of employees growing within the organisation and long association.
- Confirmed employees can avail 24 days holiday annually.
- Gratuity and EPF.
- A culture we're proud of. Driven by our CEO, values are at the heart of our culture and make Railway Children India a positive and enabling environment to work.
- Flexible working environment and home working.
- Personal accidental insurance for self and medical insurance for self, spouse, and children.
- More than 90% staff believes Railway Children India is a great place to work, is delivering on its mission and feel proud of the organisation (latest employee survey).



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve lifesaving change for vulnerable children, we make our people a promise:

-  We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
-  We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
-  We will work with our people to identify their career and development goals and facilitate opportunities for growth.
-  We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
-  When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to contact@railwaychildren.org.in. Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

Closing date: 18th May 2025.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.