

Job description: Coordinator Corporate & Institutional Partnerships

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

Join our Mission:

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.

What we offer

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).

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.

WHAT WE STAND FOR:

- 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.

Job Specifications:

Job Purpose:

The candidate will work very closely with the CEO to achieve the fundraising goals. The candidate will be responsible for managing multiple stakeholder relationships such as existing donors, potential donors, and fundraising support agencies. The candidate 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.
- Identify relevant events for RCI participation – to increase visibility and network with sector stakeholders.

Expected competencies:

- A graduate with at least 2 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.

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.