

**Job Description of Coordinator - Communications and Donor relations
SETU Abhiyan**



SETU Abhiyan is an organisation working towards strengthening improved local governance based in Kutch district, Gujarat. The organisation wants to recruit a dynamic professional for the post of **Coordinator - communications and donor relations** based out of their office in Bhuj, Kutch district, Gujarat.

Job Purpose

The Coordinator - communications and donor relations will work closely with the Director and the Senior Management team to envision, create and implement effective communications strategies and plans. The incumbent is responsible for developing communication materials for the organisation, handling and managing the donor communications and relations, developing and abiding by the reporting and other compliances, draft the key institutional documents and develop proposals/ initiate fund raising according to the strategic direction set by the Board members and the Director.

Position:	Coordinator - communications and donor relations
Location:	Bhuj, Kutch
Reporting to:	Director
Close working relationship with:	Director and Senior Management team
Qualification:	Master/ Bachelors in a communications or development related position with demonstrated writing, editing, graphic design, and content production experience required.
Experience:	Minimum 2-5 years of managerial experience preferably with organisations in the development sector. Exposure and knowledge of developmental issues and perspectives prevailing in the country and globally is expected. Knowledge of various tools of digital technology and communications, including content management systems such as Wordpress; design and editing software such as Adobe InDesign, Photoshop, Illustrator, and Acrobat; Twitter, and Facebook is required; Ability to work as part of a close team of staff sharing responsibilities when necessary to meet the needs of the organisation; Experience with photography and image editing would be an advantage.
Travel	Frequent within state and at national level

Type of Employment	Full Time
Age Preference:	28 - 35yrs
Essentials skills:	Leadership, Written and Oral Communication in English and in Hindi with various stakeholders; Knowledge of Gujarati will be an added advantage.

Primary Duties and Responsibilities

The SETU Abhiyan Coordinator - communications and donor relations is expected to perform the following roles and responsibilities:

1. Develops and manages the communication strategy of the organisation along with the Senior Management team; maintains strong, collaborative and supportive communications with the entire project staff members
2. Collects and compiles monthly reports from the field team, documenting progress, and collecting and archiving all relevant work; developing case studies and organizational reports (monthly/ quarterly, Annual progress report) and other communication materials for the organization
3. Crafts content for the organisation's website creatively and coordinates website design and functionality updates; Oversees digital strategy and feeds and updates the social media platforms the organisation is connected to
4. Manages the print production of an array of research and institutional materials, as well as the design and content of informational brochures, letterheads, banners, and fundraising materials
5. Acts as primary liaison with donors; manages communication, briefings, updates, develops the reporting calendar and produces all the required reports for the donors and ensures timely submission; Manages donor meetings scheduling and coordination along with the Senior Management team
6. Engages and maintains relationships with the print and electronic media
7. Manages intern(s)/ volunteers; Assist with other external and internal communication duties as needed;
8. Develops drafts for proposals and fund raising initiatives with the Director and the Senior management team of the organization

Remuneration: Rs.35000 - Rs.40000 commensurate to relevant experience and qualifications

Interested candidates are requested to send their profile, via email at setuabhiyan@gmail.com by 30th Apr 2019. Only shortlisted candidates will be called for interview