

Toybank is registered as The Opentree Foundation and was founded on 15<sup>th</sup> of August, 2004.

Our interventions focus on development and learning through play. We aim to provide safe and happy spaces for at-risk children who are otherwise mostly subject to negative environments. By setting up Play Centers, our long-term goal is to be able to provide early childhood development through games and toys and helping level the playing field from early stages of life.

**Vision** - A world where all children are empowered through healthy play.

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| <b>Job title</b>  | <i>Sr. Manager – Partnerships</i> | <i>May 2019</i>                 |
| <b>Reports to</b> | <i>CEO</i>                        | <i>May 2019-20 – Organogram</i> |

## Job purpose

Toybank works in collaboration with a number of entities and individuals that need to be managed on a regular basis. These could be privileged schools to mobilize young volunteers, colleges, corporate institutions, regular individual supporters of our work, to propagate and promote the Right to Play for the children that Toybank works with. Toybank places strong emphasis on networking and advocacy efforts to influence macro policies for children in the area of PLAY.

## Your Role

As a person in this position, you will be the link between Toybank and the outside world as such. Your responsibilities will include:

- Lead all volunteer acquisition activities be it with schools, colleges, individuals and corporates
- Maintain relationships with existing donors be it schools, corporate, individuals, HNIs
- Responsible for collecting relevant information about Toybank’s work and vetting and sometimes even writing donor reports and sending them out respectively and also sending out volunteer updates
- Oversee all volunteer driven activities be it individual, school, college, or corporate volunteers
- Responsible and will lead on all Toybank events; planning the event and the activity, liasoning with the Logistics Executives to ensure all games are packed and despatched as per requirement, coordinate with Programme team if support is required from the team, ensure that the VA team garners support from enough volunteers to be present all through the event
- Responsible for recruitment of team members, which involves reviewing resumes, interviewing candidates and shortlisting them for next round of interview
- Representing the CEO whenever required
- Being the single point of contact at Toybank for the outside world
- Leading the volunteer action vertical and being able to manage a team for the respective tasks at hand

## Qualifications

In order to carry out this work, it requires the following minimum qualifications.

- A Master degree or an MBA
- Around 5 years of applicable past work experience with NGOs or in a similar space in a decision making role.
- Good at building relationships and working collaboratively, you have excellent interpersonal skills
- Excellent report writing (Word and PowerPoint) and presentation skills
- Experience of having led a team

### **Working conditions**

You will be required to travel, within Mumbai on a regular basis and sometimes on rural visits within Maharashtra. You will also be required to collaborate with other verticals as and when required and accompany the CEO as and when required.

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

Please email your application mentioning the post applied for to [careers@toybank.org](mailto:careers@toybank.org)