



Role Description: Manager, Outreach & Engagement

Reports to: Co-Founder

Position: Full-time

Location: Mumbai

About [Sahayog Foundation](#):

Sahayog Foundation is a non-profit that is focused on collaboration and collective impact. Our priority is to facilitate collaborative effort so that various actors can work in unison to achieve common goals and generate a 'multiplier effect' for successful programmes. We work with People, Partners and create Platforms as a foundation to aggregate learning, increase accountability and to improve their organisational and programmatic effectiveness for scalable and sustainable development.

Job Summary:

All team members at Sahayog are expected to play a crucial role in building institutional knowledge, culture and live by the collaborative values the organisation upholds. The Outreach and Engagement Manager, leads communications and stakeholder engagement, including the delivery of high-quality knowledge & information for partnerships and collaboration and develop approaches to engage, collaborate, and innovate that create improved value for eco-system and its actors. The Manager will be responsible to build, maintain and strengthen these key relationships thus ensuring steady growth of the organization.

Essential Responsibilities:

1. Managerial:

- a. Manage external & internal communications, collaborations and conflicts
- b. Ensure timelines are met and fulfilled
- c. Adept with use of collaborative technology platforms
- d. Champion Sahayog and its philosophy of collaboration with all stakeholders

2. Functional:

a. Outreach:

- o Develop outreach engagement strategy
- o Plan end-to-end tactical outreach engagement initiatives
- o Build engagement platforms for multi-stakeholders
- o Facilitate and organise events – internal and external

b. Communication:

- o Create internal and external content, collaterals, newsletter, reports and publications
- o Have a sound design aesthetic and be able to use Canva
- o Manage all social media handles for Sahayog Foundation (Facebook, Twitter, LinkedIn)
- o Be the point of contact for all external communications
- o Relay information between founding team and stakeholders

c. Management of Stakeholders

- o Manage a network of stakeholders, including (but not restricted to) donors, experts, academia amongst others
- o Build strong, long-term and engaging relationships with various stakeholders that exemplifies Sahayog's core values
- o Database management of stakeholders
- o Conduct thorough sector research to build internal knowledge base



d. Administrative:

- Work within budget
- Prepare and maintain accurate and up to date reports on all outreach activities undertaken for the founding team at Sahayog
- Ensure all outreach activities are well-documented
- Attend and participate in team meetings and trainings as scheduled

e. Other Responsibilities:

- Stay updated on current industry trends and policy changes being proposed and/or implemented by the Government, collaboration work undertaken by non-profit agencies and donors.
- Provide support to the team and the co-founder to ensure smooth functioning of the organization

What you need?

- Master's in social work/ Development Studies/ Social Entrepreneurships/ Demography or comparable degree in Social Science/Communication
- At least five years' experience in a managerial role in a non-profit entity
- Prior experience in partner management is a bonus
- **Skills:**
 - Strong working knowledge of the development sector
 - Outreach and communications initiatives know-how
 - Excellent content writing and presentation skills
 - Strong organisational skills
 - Effective communication skills, both verbal and written, in English and Hindi
- **Mindset:**
 - Believes in the power of collaboration (Ability to build, nurture and sustain relationships with a diverse set of partners)
 - Problem Solver
 - Critical thinker
 - Getting it done
 - Doing it together
 - Attention to Detail
 - Ability to work under pressure

What's the opportunity?

- Opportunity to spark collective movements in India
- Open culture where there is no stupid idea and encouragement to share your collaborative ideas
- Engagement with any member of the team, board and partners
- A work environment that fosters growth and challenges ideas
- Compensation: 4.5-6.5L per annum, commensurate with skill and experience

Please send your resume at sahayogfoundationindia@gmail.com and copy Amisha@sahayogfoundationindia.org