**POSITION: Manager Sustainability**

**LOCATION:**  **Mumbai**

**DESCRIPTION:** The Manager Sustainability role is to lead brand development and corporate partnerships by effectively communicating the organization's vision with stakeholders and ensuring that existing stakeholders, which includes Funding Partners, Employers and Corporate Volunteer Partners are engaged.

The role has two major components, ie on boarding and engaging partners to ensure that they continue to support Bright Future and help it grow. Secondly to develop marketing and communication activities in line with Bright Future’s mission

**RESPONSIBILITIES:**

* Collaborate with the team members and develop the Corporate Marketing strategy for the organization related to all Bright Future Stakeholders by working closely with the CEO for increasing organization's reach and visibility. The core messages will be to attract potential donors, mentors and volunteers, employees and beneficiaries
* The role is responsible for generating leads for various partnerships (donors, mentoring/ volunteering, employers, any other partnerships)The leads targeted for generation would only be those which strategically align with Bright Future's mission
* To create/collate/curate content (writing scripts, interviewing the beneficiaries and stakeholders) for the videos to be used for promotional purposes to showcase the impact of the organization
* To work on the social media marketing of Bright Future to build authenticity, credibility and trust among the people and increase visibility
* Explore and establish new alliances and partnerships to increase the organisation's funding, employer and volunteer partner portfolio
* Research on potential funding opportunities and connect with corporates, institutions to identify HNI opportunities to partner with Bright Future for its objectives and activities
* Create and maintain the database for all existing, new and potential partnerships.
* Maintaining includes checking and verifying the information, updating it to make sure it is more accurate and easy to understand
* Manage the relationship with Bright Future's existing partners, communicate regularly about the work done and devise and execute engagement strategies, thereby creating long term supporters for Bright Future
* Execute sustainable and efficient HNI fund raising strategy for BFI by planning and executing events, activities and engagement
* Prepare, document the highlights, stories etc and disburse to all HNI Report
* Create proposals, budgets, pitch decks and collaterals in coordination with Operations Team and Finance team for using them as effective pitching tools while connecting to the corporate HNIs
* Plan and lead Employee Connect activities to assess, connect, on-board and retain individual employees who can help sustain BF through donation, volunteering and placement leads.
* Identify cost effective networking and fundraising events and represent in them for increasing Bright Future’s visibility and expanding the partner base

**COMPENSATION:**Best in the Industry

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

* Polished communication skills, both verbally and in writing, presentation, analytical skills with exceptional attention to detail
* Excellent networking skills
* Good in Proposal Writing
* Proficient with MS Office and designing software related to the tasks
* Good organizational, managerial and planning skills
* Ability of designing and dissemination of the communications plan
* Ability to work with agencies or vendors
* Ability to handle work under-pressure
* Proficiency in MS Power point, Excel and Word
* Planning and Organizing
* Budgeting
* Story Telling ability
* A Master’s Degree in Marketing/Public Relations/Development Communication/Social Work/Entrepreneurship
* 5 - 8 years of experience of developing and maintaining effective partnerships between corporate and NGOs and in marketing and communication.
* Ability to securing funding and volunteers for the organization from different sources of funding (CSR, HNIs)