

## Job Description - Director, Development & Communications at Jan Sahas

Hiring for	Director, Development & Communications
Report to	Convenor, Jan Sahas
Location	Mumbai/Delhi preferred. Work from home options available.
Travel	Yes. 5-7 days a month for field and community engagement, meetings for both internal and external events
Annual CTC	Competitive compensation and benefits package (commensurate based on experience)
Apply by	31 <sup>st</sup> March 2023
For application	<a href="#">Complete this application form</a>
For queries write to	careers@jansahasindia.org

### About Jan Sahas

About the organization Jan Sahas, established in the year 2000, is a not for profit grassroots organization committed to promote the development and protect the rights of socially excluded communities with the special focus on girls and women through eradication of all forms of bondage including manual scavenging and caste-based prostitution; empowerment of adolescent girls and women to end violence and gender justice, skill development for dignified livelihoods and social entrepreneurship; legal aid for access to justice and reform in the criminal justice system; land and agriculture development; develop barefoot lawyers to build victim or survivors as leader and empowerment of communities through capacity and organization building. With our national office in New Delhi. We are currently working in ~100 districts of 13 states in India. To know more please visit at: <https://jansahas.org>

### About the position

The Director – Development and Communications will play a key leadership role in the organization. The director will set the agenda for Jan Sahas’ external communication and resource mobilisation in alignment with organizational goals. Jan Sahas aims to reach over 10 million of India’s most vulnerable families and runs programs across the protection of women and children, migration and building capacity of grassroots community-based/led organizations over the next 5 years. The Director – Development and Communications will anchor Jan Sahas’ efforts to build a network of champions and supporters for our mission to mobilise the resources needed to execute our theory of change and amplify our learnings across the sector. Finally, the director is a key leadership position in Jan Sahas and the director will be working with other vertical heads to support Jan Sahas’s program and organizational development.

Currently, Jan Sahas has a separate communications team comprising 4 individuals and a fundraising team comprising 3 individuals. We aim to consolidate the communications and development team and double the current team size to support the meeting of strategic goals.

This is a high-growth position. Within the hierarchy, a strong performance could lead to more organization-wide opportunities for growth. Individuals may also internally apply for additional roles within MRC or other key programs of Jan Sahas, where they will get a preference ahead of external recruitment.

## Key responsibilities and KPIs

- Maximize awareness and impact of Jan Sahas' work through brand-building to unlock funding, attract talent and communicate our values externally to drive organizational objectives
- Leverage multiple internal and external platforms to inform and influence the ecosystem about innovations, engagements and public goods available on Jan Sahas' key themes to activate dialogue towards dignity for all.
- Lead Jan Sahas' sustainable transition to diversify its global funding over the next three years.
- Build robust fundraising and communications teams
  - Build, train and lead Jan Sahas' existing fundraising team to attract innovative and sustainable funding sources
  - Train and professionally develop Jan Sahas' existing account management team
  - Build and design communications structure to meet the internal and external communications needs
- Enable the adoption of technology and dashboards towards fundraising and communications outcomes
  - Leveraging existing technology (such as Salesforce, MailChimp, vendors, designers and consultants) to create a library of content of stories, images and videos of Jan Sahas' work and institutional knowledge of donors to build a network of champions and supporters.
  - Maintain and present periodic dashboards on KPIs for Fundraising and Communications for leadership, board and advisory committees
- Board Management
  - Manage and track discussions and progress on Board meetings globally
  - Maintain and liaise communications between boards and teams
  - Leverage senior leadership team to create meeting agenda, preparatory materials and presentations for Board Discussions

## Core skills / ideal qualification and experience

- 10+ years of professional experience, with significant experience leading teams in business development, managing boards and large funding portfolios
- 5+ years of experience in impact investing, investment-making firms/business is preferred
- Strong communication experience with a past track record of representing organizations in public
- Strong communicator and negotiator adept at creating winning coalitions both internally and externally.
- Strong writing, editing, and verbal communication skills in English. Conversational ability in Hindi. Experience working with socially excluded communities and in themes such as migration, labour markets, climate change, gender, and violence against women and children preferred
- We're looking for individuals passionate about leveraging their skillsets to maximize Jan Sahas' ability to create an impact for millions of vulnerable Indians. We are in search of people who possess a strong execution bias and are critical thinkers with a high degree of resilience.

## Compensation and benefits

We offer competitive compensation and benefits package.

Annual CTC: Commensurate with experience, skills etc.

**Benefits:**

- Health Insurance
- Term-life Insurance
- A total of 25 days of annual, casual and sick leave. Additional 6 days of menstrual leave
- Maternity leave (as per law), paternity leave
- Employee Assistance Program / mental health support

**Application Process:**

Interested applicants can [fill this form](#) to apply