

Vacancy for the post of Fundraising Officer at iCALL Psychosocial Helpline, TISS

About TISS: The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and Dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents. TISS offers a very challenging but fulfilling academic environment and opportunity to scholars committed to creating a just society through education, generation of knowledge and field action, and invites interested scholars in Social Sciences and allied disciplines located within and outside India to apply for faculty positions in its schools and centres.

About iCALL Psychosocial Helpline:

iCALL Psychosocial Helpline; a field action project of the School of Human Ecology at the Tata Institute of Social Sciences Mumbai, provides counselling, support, information and referral to individuals in emotional and psychological distress, over the telephone, email and chat. The helpline currently runs six days a week, from Monday to Saturday, from 8 AM to 10 PM. Apart from service provision, iCALL engages in various research, capacity building and outreach efforts independently and in partnership with State Governments and NGOs across the country.

Job Description

Important Qualities : People Person, Believes in relationship building, Empathetic. Passionate about contributing to social change, Exceptionally Good Communication Skills, through understanding of mental health and counselling, Detail Oriented, Target Oriented,

Profile Details:

- Research & identify new donor opportunities
- Initiate and cultivate relationships with patrons.
- Make presentations to showcase iCALL work along with Project Director, Programme Coordinator/ External Consultants
- Build proposals, reports, notes for iCALL as well as patrons
- Build database of donor opportunities & follow-up until closure is done
- Maintain & manage relevant documents, agreements, proposals, budgets, and financial reports, work plans etc.
- Ensure all legal & other compliances regarding donations are met with diligently
- Ensure fund-raising objectives of iCALL are met as per the defined plan
- Handle administrative management of paperwork within TISS

Relationship Building

- Build and maintain key patron relationships in order to maximize their contribution to iCALL.
- Build new relationships with large corporates, institutions for long-term support.
- Ensure Donors are kept apprised of progress and milestones at regular interval through reports & in-person meetings.
- Develop visibility for donor impact within iCALL through print & social media. (press releases, twitter, Facebook etc) and alternative information channels.
- Ensure creation of progress / impact reports in coordination with the Programme Managers.

Candidate Profile:

- Post Graduate qualification in Social Sciences, preferably Counselling/ clinical Psychology/ mental health
- At least 3-4 years of experience with a humanitarian institution in a similar role.
- Proven record of successful fundraising is preferred but not a MUST
- Good analytical skills in managing information, composing & drafting proposals and reports
- Strong capability in developing quality communication materials for internal and external use.
- Fluency in English & Hindi (reading, speaking, writing)
- Organizational skills, discipline, and compliance with deadlines.
- Determination and proactiveness in professional commitment

The position is for a period of one year, and will be extended depending on performance. Please note that this is a full-time position based out of Mumbai. Salary shall commensurate industry standards. The candidate will report to the Programme Coordinator, iCALL. The candidate will be offered annual package between 420000-450000.

Desirous candidates may send their resumé to icallhelpline@gmail.com on or before 10th August, 2018 with a subject line Application for the post of 'Fundraising Officer. Late applications shall not be entertained. Only shortlisted candidates will be called for an interview at TISS.

The selected candidate would have to be based in Mumbai for the duration of the project.

For enquiries, contact;

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