



Job Title	MANAGER – INTERNAL COMMUNICATIONS
Department	Communications
Location	Corporate Office
Reporting to	Executive Director / Communication Head
Number of Position	1

JOB DESCRIPTION

Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)

Kinship for Humanitarian Social and Holistic Intervention in India (KHUSHII) is an independent not-for-profit organization registered under the Societies Registration Act. **Founded in 2003 by Cricket legend Mr. Kapil Dev**, KHUSHII is a self-implementing organization. KHUSHII's distinctive goal is to empower women and children from poor and marginalized communities leading to improved life of dignity through Education, Economic Empowerment and better health facilities. Till now, KHUSHII has **impacted more than 1.5 million lives** in their fight against poverty and social neglect. KHUSHII is currently delivering well planned and comprehensive projects in **education, skill development & livelihood, health & nutrition and sanitation** in 10 states of India.

Purpose of the job

- To source, organize, verify, update, and facilitate the flow of information within the organization.
- To engage key internal stakeholders such as programs and fundraisers and be the conduit to facilitate impactful reporting & storytelling
- To embellish KHUSHII as a brand with external stakeholders with engaging storytelling and raising the communication standards
- Strategize and implement retention strategies through communication standpoint. This includes report submission, EDMs, Case Studies, Videos and or and other communication medium
- Vendor Management for collaterals, brochures and other printed materials.
- Whitepapers, application for awards and accreditations, e-giving portal registrations etc.

Job Description- Duties and responsibilities

1. Internal Communication

- a. **Sourcing of content** – will be responsible for collating content on all key and impact rendering activities of the organization in various formats such as reports, images, videos etc. and organizing the same in various content buckets. In addition to the internal sourcing the incumbent needs to also keep a close eye on the developments in social sector and use the same for the benefit of the organization.
- b. **Verification of content** – will be responsible for verification of content with the concerned teams with required signoffs
- c. **Communication with internal stakeholders** – share an internal newsletter to update key internal stakeholders with information and success stories that can be used for inspire an external audience, for fundraising, or highlight areas where funding may be needed.
- d. **Briefing the senior management** – Provide regular highlights and updates to the senior management including the board

Content sourcing, vetting, verification etc will involve one or two visits to the project sites in a month

2. Key Publications and Communication

- a. Responsible for drafting, editing and timely release of Annual Report
- b. Monthly newsletter for individual donors
- c. White Papers, Blogs, Event Note, Press Releases and Policy Submissions, working closely with internal & external stakeholders such as program/field personnel, corporate donors, research partners etc.
- d. Coordinate updating of relevant content such as blogs, newsletters etc. on the website
- e. Provide inspiring content for social channels to help attract and engage followers

3. Donor Communication

- a. Custodian of donor journey for individual donors. Responsible for timely execution of donor journey to affect a deeper donor engagement.
- b. Support fundraising teams with progress reports, presentations within defined timelines.

4. Improving Quality of Communication

- a. Provide feedback to the content sources like field personnel on what kind of content needs to be captured and how so that the content bank quality increases and the same reflects in our internal and external communication

5. External Agencies Management & Coordination

- a. Have contacts with communication agencies to outsource work and with the media/influencers to amplify KHUSHII's messages

- b. Renew accreditations/affiliations from the previous year as well as get accreditation/affiliations from relevant external agencies
- c. Filing for award applications in coordination with internal stakeholders

	Essential	Desired
Education	Any Master's degree/MBA/ PG in Communications, Marketing, Journalism, Public Relations, or any other related field	Social sector experience in content creation and communication
Experience	4-8 years	Enterprise towards using communication as a key tool for inspiring and engaging internal as well as external stakeholders
Skills and Knowledge	<ul style="list-style-type: none"> • Strong interpersonal and leadership skills • Creating & Managing Content • Excellent communication and presentation skills • Excellent knowledge of Office IT packages: Word, Excel, PowerPoint etc. 	

Interested candidates please email your CV at hr@khushii.org