# Job Description

**Desired Candidate Profile:**

* Qualification- Bachelor of Social Work/ Graduate with relevant experience in Social Marketing.
* We are looking for a Dynamic Candidate, he/she should be confident, sincere and motivated self-starter individual.
* Special Skills Required:-  
  -Excellent Communication skills

-A person with Passion

-Highly self-motivated

-Willing to learn, open to new innovation areas of work.

-Committed to Success.

**1.    Social Marketing:**

* Liaising and networking with a range of stakeholders including Corporates, and Partner Organizations
* Communicating with Target beneficiary and building Customer Relationships;
* Maintaining and updating  corporate customer database;
* Organizing and attending events such as conferences and exhibitions;
* Event Management, Market Research, Impact Assessment

**2. Training Programmes:**

* Organize and conduct client specific  Training Programmes, timely Developing Training modules (content) for programmes conducted.

**3.**  **Client Servicing:**

* Review, revise and rebuild client focus
* Developing Training Modules
* Coordinating logistics

4.    **Identifying/ Prospecting**: New clients /New Causes

5.    **Fund Raising**: Identifying funding opportunities for IRFT and its clients

6.   **Report Writing and Documentation:**  Maintain/Update important team and client documents on a regular basis

7.    **Reports**:  Monthly/ Quarterly Activity Reports to be prepared and submitted

**Location:** Mumbai – Goregaon-East

**CTC :** Commensurate with experience and drive to excel.