

URGENT REQUIREMENT

Centre for Social and Behaviour Change Communication (SBC³) seeks to recruit for the Position listed below.

About Centre for Social and Behaviour Change Communication (SBC³)

SBC³ has been set up in 2017, as a Section 8 (non-profit) Public Company, by a group of professionals with a collective experience of over 100 man-years, focussing on developing and implementing SBCC programs.

Website: www.centreforsbcc.org

Positions:	Manager, Communication and Resource Mobilisation
Timing	Full time position, 5 day week.
Qualifications	Post Graduate in Development Communications or equivalent degree. Candidates with MBA or MSW with adequate experience
Experience:	Ideally about 3-4 years' experience with last 2 years at a position with similar experience.
Date for Joining:	Immediate.
Location	Mumbai, currently office is at Santa Cruz East adjacent to Railway station

Roles and Responsibilities

This is an important position combining the roles of Development Communications and Resource Mobilisation. The key roles include:

- Assisting in developing all communication components for all SBCC programs covering all formats across all media.
- Managing assigned websites and Social media accounts.
- Developing and managing all resource mobilisation programs. will cover: Buddy Donor Card Program, Mumbai marathon, Payroll giving, online Crowd funding, CSR, Grant funds, Corpus funding etc. This includes preparing presentations, proposals and managing all aspects of the programs.
- Develop and manage a program of Donor relations including developing and mail management of eNewsletters.
- Manage vendors for websites, social media and creative agencies for creative output.
- Developing analytics for website and social media and reporting periodically.
- Participate actively in developing Communication elements for SBCC programs and in executing them.

Skill set and Competencies

- Knowledge of development issues
- Outstanding verbal and written communication skills.

- Extremely well conversant and articulate in English and Hindi. Additional Marathi skills would be welcome.
- Proven ability to effectively work and coordinate with team.
- Excellent knowledge of online requirements and technologies/methods covering social media and web.
- Knowledge of and experience of various media.
- Experience of working on development Communication projects.
- Very comfortable with Computer skills.
- Excellent presentation skills are required
- Willingness to travel if needed.

Note: The roles and responsibilities underlines that the person should be self-motivated.

Remuneration

Remuneration for the post will be two components:

- **A Fixed Salary component:** will be between Rs 35,000 and Rs 45,000/- per month subject to qualifications and experience. At this time, Fixed Salary component is subject to annual appraisal, subject to Income Tax and Professional Tax deduction.
- **A Variable Component** based on Resource Mobilisation:
 - For all Retail funds raised: between 2.5% and 10% of funds raised based on targeted plans, which will be notified from time to time. This is applicable for all programs assigned to you where you are the primary leader/anchor. Our Retail funds goal is Rs 2 Crores per year. So, if you raise Rs 20 lacs in a month then your variable component could be between Rs 50,000 and Rs 2 lacs for the month, subject to conditions.
 - Where the retail programs are assigned to other persons - internal or external- and you are required to coordinate support activity, your share will be between 1% and 2.5% of funds raised, subject to conditions and goals.
 - For CSR, Payroll programs and Grant funds a targeted incentive scheme will apply.
 - This component is payable upon clear receipt by the organisation of funds being raised.

Interested candidates please send us your CV by email, within 10 days, to "contact@centreforsbcc.org" with the subject line marked "**Manager Communication and Resource Mobilisation**"

IMPORTANT: The position is primarily for those currently located in Mumbai. **Outstation candidates applying will need to attend interviews, if called for it, at short notice and at their own cost and will need to make their own arrangements to stay.**

