



**JOIN OUR FIGHT
FOR CHILDREN AT RISK
ON THE STREETS**

MANAGER SCHOOL FUNDRAISING (INDIA)
RECRUITMENT PACK

children RAILWAY
Fighting for street children



WE BELIEVE IN A WORLD WHERE NO CHILD HAS TO LIVE ON THE STREETS

At Railway Children, we fight for vulnerable children who live alone and at risk on the streets, where they face abuse and exploitation. They run away or are forced to leave homes where they suffer poverty, violence, abuse and neglect.

They find themselves living on the streets because they have nowhere else to go and nobody to turn to.

Every day we fight to change their story.

EVERY 5 MINUTES A CHILD ARRIVES ALONE AND DESPERATE ON A RAILWAY PLATFORM IN INDIA

Abusers know exactly where to find them and how to lure them in. Once in their hands, most street children are lost forever. We're there to reach them first.

With projects in the UK, India and East Africa, we aim to reach these children as soon as they arrive on the streets and intervene before an abuser can.

Our pioneering work enables us to get to children before the streets get to them.



WE KEEP CHILDREN OFF THE STREETS FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We race to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR STREET CHILDREN. WILL YOU?

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We lead rather than follow and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

MANAGER SCHOOL FUNDRAISING

Salary: Competitive

Location: Gurgaon

Reporting to – National Manager Individual Fund Raising

JOB PURPOSE

The post-holder shall be responsible for developing and executing school fundraising strategy for Railway Children India (RCI). This includes acquiring new relationships with schools, raising funds and demonstrating value for the school by associating with RCI.

KEY RESPONSIBILITIES

- Take responsibility for developing a national school fundraising programme with a focus on covering a maximum number of privileged schools.
- Develop students through educational workshops, interactive sessions and movie screening - and raise funds for the disadvantaged children.
- Manage a team to market this programme in privileged schools across key Indian cities and achieve the team target.
- Develop proposals and different activities as per the school profile.
- Organise project visits for the students.
- Design the certificates and prize scheme for the school participation in our fundraising programme.
- Approach school directors and educational boards and religious bodies and submit proposals to them to get their permission to conduct these sensitization programmes in schools that fall under their jurisdiction.
- Organise awareness programmes and workshops for the privileged school students. These workshops are on themes such as value education, career counselling and issues which are relevant for the adolescent students.
- Organise movie screenings in the schools for the children. These are child centric movies. The objective is to sensitize the students about less privileged kids, impart value education and emphasize the importance of learning beyond marks.
- Hire and train new team members and help them to enhance their performance.
- Travel with the team members in the field as and when required to help them perform better.

- Assign territory to the team members as per their potential.
- Work with the Marketing team to develop successful fundraising events.
- Arrange to place donation box in Hotels, Restaurant, Shopping Malls, KFC, McDonalds, Dominoz etc.
- Ensure achievements of the laid work plans and yearly targets are both qualitative and quantitative.

ADMINISTRATIVE RELATED:

- Ensure timely reporting.
- Provide the management with daily, monthly and yearly plan.
- Maintain daily transaction details and check list.
- Ensure timely delivery of gifts, money receipts etc to schools.
- Research, analyze and evaluate the competitive market environment.
- Manage and supervise internal departmental communication.
- Regularly monitor the progress of the teams; provide all necessary support and guidance to teams.

ESSENTIAL SKILLS AND EXPERIENCE

- Requires a Master's degree in Social work / MBA Marketing & Sales.
- 5 to 6 years of minimum experience in raising significant funds from individual donors (preferably school fundraising).
- Experience of building and delivering joint working plans.
- The ability to deliver growth and targets through other people, agencies and own initiatives.
- High degree of commercial astuteness and a passion for growing income.
- Experience of engaging people in a complex, distressing and often hidden issue.
- The ability to segment and target audiences or markets.
- Energetic and highly driven with a sales focus.
- Good organisational skills and the ability to work to deadlines.
- Strong monitoring and evaluation skills.





A GREAT PLACE TO WORK.

Railway Children India is a liaison office of a UK charity as well as a section 25 (now section 8) company. In 2013 Railway Children India was established as a not for profit (section 8) company to scale and sustain the impact of our work.

Railway Children has been working in India for over 20 years. We continually strive to provide a positive work environment for all our employees.

This is an exciting time to be joining Railway Children India.

In the next five years we have exciting plans to upscale our work dramatically.

We will work in more locations than ever before.

We will recruit more staff.

We will raise more than 78 crore rupees.

And here's the best part, we will help 120,000 of India's most vulnerable children.

If you would like to be part of this exciting journey, we'd love to hear from you.



STILL INTERESTED?

HOW TO APPLY...

To apply for this post, please submit a letter outlining how you meet the criteria and your current curriculum vitae to: **Pooja Srivastava**
pooja@railwaychildren.org.uk

Applications can also be posted to:

Railway Children (India)
M12/9
Lgf
D L F Phase 2
Gurgaon
DEHLI - 122002
India

We regret that it is not possible to respond to every applicant and only those selected for interview will be notified.

THANK YOU.