

Title Advocacy and Fund Raising Officer

Job Description The candidate will be the focal point for all outreach efforts directed towards autism and ACE. This person will also be primarily responsible for organising fund raising opportunities and maintaining donor relationships.

Essential Duties & Responsibilities

- To increase the visibility of the Autism Centre for Excellence/Special Child Trust and thereby participate in policy formulation and fund allocation with Domestic and Foreign Foundations, government and corporate entities.
- Spread awareness about Autism and the initiatives of the trust among the general public, teachers and parents.
- Network and work with Corporate CSR, policy makers and government to enhance awareness on Autism.
- To increase visibility of the organisation via social media (Facebook, Twitter and print media).
- Actively canvas and develop sources of funding for the Trust, to enable expansion and growth of the trust activities.
- Maintain and update the organisation's website on a regular basis.
- Spearhead autism awareness activities organised by ACE such as social and school events.

Requirements

- Experience of Advocacy with Government and Corporate sector
- Experience in fund raising
- Interest in the area of Special Education preferred but not a prerequisite
- Willingness to travel
- Excellent written and communication skills in English
- Excellent relationship management skills
- Excellent project management skills
- Sound influencing and negotiation skills
- Work experience with global foundations will be an advantage

Benefits

- Highly competitive salary and benefits
- Compensation depending on qualification and experience

Contact: Please send your latest resume's to: ACE@ace-india.org or +91 9873383603

Location: Gate No.3, ACE Building, Sector 62, Gurgaon (NCR)