



ACTION ON DISABILITY AND DEVELOPMENT (ADD) INDIA
BANGALORE

HOW TO APPLY

Persons interested may send their resume by email within 15 days to ADD India at:

contact@addindia.org

We sincerely appreciate your interest in this job opportunity but only shortlisted candidates will be invited for an interview.

www.addindia.org

TEL: 080-2676 5881

COMMUNICATIONS AND FUNDRAISING OFFICER

Action on Disability and Development (ADD) India is a resource and training agency which pioneered 34 years ago the idea of self-help groups of persons with disabilities in villages and mainstreaming disability. Over the years, it has successfully equipped over 180 NGOs to work with over 100 thousand persons with disability to improve their quality of life. At any given time, ADD India works with over 2000 persons with disabilities and their family members. ADD India currently works with partner NGOs and Organizations of persons with disabilities (OPDs) in Karnataka and Tamil Nadu.

Vision: A world where all persons with disabilities enjoy equal rights, fulfill their responsibilities and are able to participate as fully as they choose at every level in society.

Mission: To improve the quality of life of persons with disabilities through their inclusion and participation in family, community and in the development process.

We are looking for a communication and fund-raising officer:

- The incumbent will be responsible and accountable for effectively implementing a communication and fund-raising strategy. The incumbent shall work with its Executive Director and his team.
- The incumbent will be based in Bangalore and he/ she should be willing to travel to projects and partners in rural areas.
- The remuneration would be a basic salary plus benefits, negotiable. The remuneration will be commensurate with experience, expertise and aptitude but not less than 500000 per annum.

Expected qualifications:

Essential

1. Educational qualifications: Preferably in Mass communication and allied disciplines.
2. At least 5 years of experience in communication and fund-raising.

3. Expertise in:

- Designing, implementing and monitoring communication and fund-raising plans;
- Identifying target audiences for specific purposes;
- Establishing and nurturing working relationship with different publics: donors in cash, kind and service, the media, government, civil society organizations and OPDs;
- Developing communication material including content for social media and other communication platform;
- Organizing events for disseminating information and for fund-raising;
- Maintaining a public presence of ADD India and its work through its website and other platforms.

4. Demonstrable Record:

- To work as a member of teams;
- To build networks of communities to promote ADD India's mission;
- To learn and to share.

5. Excellent written and spoken communication skills in English, Hindi and at least in Kannada or Tamil.

Desirable:

- Analytical ability and a rights-based approach.
- Knowledge about the rights of persons with disabilities
- Translation skill into English and visa-versa at least from Kannada or Tamil.
- Ability to communicate in a simple manner complex ideas in writing through other media.
- To make audio visuals, posters, pamphlets.

Preferred Age Group: 35 to 50 years.

Accessibility & Reasonable Accommodation:

ADD India follows an Equal Employability Policy and therefore encourages persons with disabilities particularly women with disabilities, and members with other intersectional identities to apply for the post.

Adhering to the equal employability mandate, ADD India fully respects the duty to ensure an accessible work environment and will accommodate the specific requirement of individuals due to their identities (particularly persons with disabilities) on a case-to-case basis and based on the request of the individual.