

Manager/Sr. Manager - Communications and Outreach

Position Title: Manager/Sr. Manager - Communications and Outreach
Location: Bangalore
Requirement: April 1st, 2022
Salary: 7 - 15LPA (Depending on the Experience)

SCOPE & ACCOUNTABILITY

The position involves working closely with the Senior Management at CWS especially the Executive Director and the Associate Director in overseeing communications and fundraising efforts. Develop, implement, and oversee outreach and communication strategies for CWS. The position requires constant interactions with the various other teams at CWS. The candidate supports CWS senior staff in outreach and marketing efforts, developing fundraising campaigns and strategies, and coordinating staff. The position works closely with every department within CWS; including the Research, Media, Administration, and Accounts teams.

KEY RESPONSIBILITIES

- Assist the Executive Director and Senior team in Communications and Outreach for our programs at CWS.
 - Develop strategies of communications and outreach online and offline.
 - Draft media releases and reach out to media platforms for publications.
 - Liaison with media houses for media releases related to our work and achievements.
 - Work with the outreach team and program teams to develop necessary content for outreach efforts.
 - Manage Social Media for CWS on all platforms.
 - Co-manage fundraising campaigns and events with crowdfunding platforms.
 - Participate in organising fundraising events for various platforms.
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REQUIRED SKILLS

- Minimum 5 years of experience in handling communications and outreach for an organisation.
- Non-profit experience preferred.
- Proven experience in managing outreach via various social media platforms.
- Proven experience in working with different press and media channels.
- Bachelor's and Master's degrees are preferable in Communication/Journalism/English Language/Social Sciences/Wildlife Ecology.
- Excellent writing and research skills and computer literacy.
- Demonstrated ability to work effectively to lead a team and as part of a team or independently.
- Good spoken and written communication skills (English).
- Knowledge of other languages like Hindi, Kannada, Marathi, Konkani, Tamil, Malayalam would be an advantage.

APPLICATION PROCESS

For a review of the application, please fill in our application form at bit.ly/CWSMgrCom

You will be required to submit the following documents:

- 1) Latest Resume/CV with relevant professional experience
- 2) A one-page cover letter describing your interest in this position.
- 3) Names and details of three references

Applications will be reviewed on a rolling basis.
