

Position Title	Manager Communication				
Band	1				
Department/Function	Communications				
Location City	Gurgaon	State	Haryana	Region	HO
Number of Positions	1				
Reporting to (Designation/Role)	Head- Communication & Partnership				
Reported by (Designation/Role)					
Ideal Age Bracket	Up to 40 years				
Qualification	<ul style="list-style-type: none"> • PG - Mass Communication/English Literature • MBA or • Equivalent 				
Experience (in years)	+ 7 years				
Skill	<ul style="list-style-type: none"> • Team player • Command over usage of Microsoft Office • Knowledge of Hindi writing (optional) 				
Key Roles & Responsibilities					
<ul style="list-style-type: none"> • Strategic Communications Planning: Develop and implement a comprehensive communications strategy that includes public relations, social media, and other digital communications to support the foundation's objectives. • Agency Management: Serve as the primary contact for public relations and social media agencies. Manage these relationships to ensure they align with our strategic goals and deliver high-quality content and coverage. • Public Relations: Oversee PR strategies and campaigns that effectively convey the foundation's impact and initiatives. Monitor media landscapes and maintain relationships with key media contacts. Ensure messaging aligns with our core values and mission. • Social Media Oversight: Strategize and oversee the execution of social media campaigns that engage audiences and promote interactive communication. Analyze social media trends to enhance the effectiveness of our outreach. • Content Development: Lead the creation of impactful content across various platforms, including press releases, annual reports, blog posts, newsletters, and social media updates. Ensure content consistency and brand alignment. • Event Management: Coordinate with internal teams to manage events such as press conferences, interviews, and public appearances that enhance the foundation's public image and awareness. • Crisis Communications: Prepare and implement crisis communication strategies as needed. Train and guide team members on handling sensitive information and potential public issues. • Performance Metrics: Develop and monitor key performance indicators to evaluate the effectiveness of communication strategies. Adjust plans based on analytics and feedback to maximize reach and impact. • Annual Report Coordination: Coordinate and collate relevant information including data for the Annual Report. Give design direction to external agencies, ensuring the timely delivery of the Annual Report. • In-House Journals: Visualize and create content, conceptualize design for periodical in-house journals such as 'Voice of Change' and 'Fact 5'. 					

- **CEO's Presentations:** Create and regularly update the CEO's presentation to be used at various internal and external forums.
- **CEO's Messages:** Draft the CEO's messages for employees, monthly or as needed.
- **Educational and Fundraising Collaterals:** Create content and provide support for design, development, printing, and dissemination of school-specific collateral such as admission leaflets, banners, wall paintings, badges, and all fundraising event, donor relation collaterals and campaigns.
- **Stakeholder Collaterals:** Develop collaterals for stakeholders (Parents/Sarpanch/Community).
- **Interdepartmental Support:** Support other functions such as HR, Quality Management, and Regional Program teams with their communication needs.

Drop your CV at hr@gleekvell.com or gleekvellconsultant@gmail.com