

JOB DESCRIPTION

Young Heroes Program Associate

About the role:

This position is responsible for coordinating with students from various schools who engage with us via our Young Heroes Program. This position is also responsible for cultivating engagement and improving the recall value of Cuddles Foundation amongst students from various schools. This position will also help ensure that Cuddles Foundation is the institution of choice for schools when it comes to community / social responsibility engagements that schools need to build especially during Middle School and High School years. The role is critical to developing and implementing programs that will contribute to the organisation's long-term growth strategy for their Young Heroes Program.

Responsibilities:

- The Young Heroes Program onboards students and schools for projects and fundraising activities. You'll manage this community and onboard new students.
- You'll handle student calls for onboarding including and not limited to relevant entries in the database, signing of consent forms etc and subsequent relationship building.
- You'll guide students on how to proceed with fundraising.
- You'll help design projects and programs as per the partner school's requirements.
- You'll engage with partner schools and implement and execute engaging projects and programs.
- You will be responsible for maintaining monthly MIS and progress reports on all activities carried out at various partner schools.
- You'll share all necessary information fundraising information with our fundraising team so they may create a fundraising page, generate accurate donation receipts etc.
- You'll be responsible for sending thank you notes, achievement certificates, receipts to students for donation on a timely basis.

- You'll update and maintain a database of all such donations including receipts.
- You'll work with the marketing team and inform them of upcoming fundraisers so that they are able to promote these adequately and in time on our social media platforms.
- You'll support the marketing team in getting permission from students to use their names on our platforms.
- You'll share appropriate feedback on the programs and projects that you collect from school with the management to progressively improve these projects and programs.
- You'll support various activities such as organising hospital visits for students, supporting events organized by students at their respective schools, speaking to relevant teams in case of delays/escalations / additional data requirements / senior-level meetings.
- You will work on any internal reporting requirements that the organisation demands
- You will work on carving out internship opportunities for students

Must-Haves:

- A graduate degree in any discipline.
- 1-5 years of relevant experience.
- Proficiency with Excel.
- Attention to detail.
- Capable of working well as part of a team and independently.
- Open to traveling and commuting to schools when needed
- Ability to exercise sound judgment, show initiative and be proactive
- Excellent written and verbal communication skills.

Skills:

You are great with people.

You will work with students and schools and liaison with internal teams. You will build and develop these productive relationships with maturity and professionalism. You will need to play a crucial role in building our organisation's reputation with both students and schools and other stakeholders.

You're a hustler.

You possess a keen ability to sell ideas and motivate students. You're able to get anyone excited about what we do and make their experience with us unique. You're inviting, discerning, and thoughtful. You operate with poise, dignity, and reliability.

You are responsible.

There are times when you will need to juggle many tasks simultaneously. Success in this role will require you to plan, prioritise and manage multiple tasks with multiple deadlines. You will need to delegate and coordinate support functions while ensuring the completion of all tasks.

Location: Mumbai

[APPLY BY CLICKING HERE](#)