

Position Title	Communications Executive
Organisation	Masoom
Reporting to	Head of Communications team and CEO
Location	Mumbai office

Key Roles and Responsibilities:

Donor Reports	<ul style="list-style-type: none"> • Creating timely donor reports on the program's progress and status based on the assigned donors. • Collecting information from the program team for creation of case studies and impact stories. Writing and reviewing case studies and required documentation. • Support in proposal writing for donors. • Providing the reports to the CEO office based on the mentioned timelines and reporting on the status of the reports and flagging any issues/concerns.
Other Communication Activities	<ul style="list-style-type: none"> • Planning and creating an annual communications calendar for all the activities required. • Updation and implementation of the assigned tasks. • Support on creating newsletters. • Support on the organizational annual report
Social Media & PR	<ul style="list-style-type: none"> • Prepare all drafts and content for social media such as Facebook, Twitter as per the requirements and the communication plan. • Ensuring and uploading frequent posts on the social media platforms and running campaigns as and when required. • Creating a PR based database and executing actionable from the PR plan. • Outreach and managing relations with PR with support from the CEO office.
Support to CEO Office	<ul style="list-style-type: none"> • Responding to emails as directed by the CEO • Scheduling donor related meetings and carrying on the co-ordination as and when required.