

### **Job Description – Urban Partnership, Goonj**

*Goonj is looking for some potential candidates to look after the Urban Partnership Segment and manage day-to-day operations in terms of finance & portfolio handling, in order to ensure sustainable growth*

#### **About Goonj**

Goonj is changing the way the world tackles poverty by putting human dignity at the center of development. We are focused on the most missed out people, their issues and the most neglected material, creating change with all these at the center. To date, Goonj reaches thousands of communities across 27 states of India, working with hundreds of urban and rural partnerships. But our work is not only about our organization. It is also about building a powerful ecosystem and next generation of empathes, innovators and social entrepreneurs, and engaging them in collective dialogue, moral inquiry, exposing them to their own immense possibilities and potential.

#### **About Urban Partnership**

Resource and Project Management goes hand in hand. We are looking at a dynamic and focused portfolio with good understanding fundraising, projects and CSR. With urban surplus at its core, Goonj's work is diversified as it is touching the lives of rural communities in health, education, comprehensive village development while empowering them to address their issues collectively.

#### **Key responsibilities:**

- Collaborate with stakeholders; help them understand organization's work and its impact.
- Design need-based project proposals aligned with the needs of partners
- Garner resources through various modes and approaches that aligns with the organization's values and practices.
- Conduct Project planning oversee implementation, overall monitoring and reporting of the project.
- Coordinate with cross-functional teams such as implementation, rural partnerships, finance to formulate strategy and project execution.
- Identify relevant online/offline platforms to highlight Goonj's work, its impact on urban and rural side both.
- Make comprehensive reports to periodically update the senior management
- Possess good expertise in data analysis and its evaluation
- Field travel in remote locations as per the need

#### **Desired Skills and Ability**

- Aware of social issues and experience of working in the development sector
- Proven ability to ideate, innovate, conceptualize/ plan projects and campaigns
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Strong writing (verbal and written in English language), primary and secondary research skills

## **To be a good fit for Team Goonj**

- Belief in our values and guiding principles
- Ability to work in a diverse environment, and yet operates in sync and harmony
- Be a doer, people's person and have positive outlook to work under pressure with patience.
- Build a positive environment where everyone is unique and important to us.
- Ability to work efficiently and respectfully with all teams at each level.
- Demonstrate commitment, focused attention to work and timely delivery.
- Know that you are a part of a meaningful work, a place which is built by its team brick by brick.

## **Deadline**

Candidates are encouraged to **apply early**, as applications will be reviewed and candidates interviewed on a rolling basis.

## **Compensation**

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

**Job Location:** Sarita Vihar, Delhi; **Working Hours:** Monday to Saturday (9.30 am to 6 pm)

## **Application Process:**

Interested candidates are requested to email to [hr@goonj.org](mailto:hr@goonj.org) with the following subject: ***Application - Urban Partnership***

In your email, please share the following -

1. A resume/CV of not more than 2 pages
2. A cover letter which should also include the response to below –
  - What experience makes you a good match for the skills of this role?
  - This work involves supporting a cohort of 80+ people through a collective and personal journey that can be transformative and can be tough. How do you take care of yourself, how do you restore and renew?

Shortlisted candidates will be interviewed over minimum of two rounds following which a final decision will be made.

**Kindly note:** We will only be able to revert to shortlisted candidates... thank you for understanding