

## Job Description

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**Job Title:** Senior Executive– Communications

**Organization:** Muktangan Education Trust

**Department:** Resources and Communications

**Location:** Mumbai

**Nature:** In-office full-time

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### Position Overview

Muktangan is seeking a **Senior Executive – Communications** to lead our storytelling, visibility, and stakeholder engagement efforts. This role combines strategy and creativity—developing compelling donor communications, managing digital and print content, maintaining our website, and producing multimedia that captures our impact.

The ideal candidate is a strong writer, designer, and communicator who can translate program data into engaging narratives across platforms. You'll collaborate across teams to support fundraising, public campaigns, and branding initiatives.

If you're passionate about education and want to use your communication skills for social impact, we invite you to join our team.

**Reports to:** Director- Resources and Communications and CEO

### Key Responsibilities

#### 1. Donor Communication & Public Engagement

- Craft compelling donor reports, annual reviews, and personalized updates that highlight Muktangan's impact.
- Develop persuasive grant proposals, pitch decks, and fundraising materials aligned with our strategic goals.
- Support and co-create public campaigns, events, and outreach activities to amplify visibility and attract partnerships, funding, and volunteer engagement.

#### 2. Digital Presence & Visual Storytelling

- Design visually impactful content—brochures, posters, infographics, presentations, and digital assets—for web, print, and social media.
- Produce engaging videos, animations, and multimedia content that tell powerful stories of change.
- Drive content strategy that enhances online visibility, audience engagement, and accessibility across platforms.
- Lead the creative direction and management of Muktangan's website, ensuring it's fresh, user-friendly, and aligned with our brand and mission.

#### 3. Cross-Functional Collaboration & Team Support

- Work closely with program teams, leadership, and external creatives to ensure cohesive messaging and design.
- Support the development of internal documentation and knowledge products that reflect Muktangan's values and learning culture.
- Bring creativity, initiative, and communication insight to cross-team projects and organizational campaigns.

### **Required Competencies & Experience**

- Bachelor's degree in Communications, Design, Media, Journalism, Development Studies, or a related field; Master's degree is a plus.
- 3–5 years of relevant experience in communications and/or design, preferably in the non-profit or development sector.
- Proven track record in donor communication, report and proposal writing, and creating fundraising materials with excellent writing, editing, and storytelling abilities tailored to diverse audiences
- Strong visual design and layout skills for both digital and print media.
- Proficient in graphic design tools such as Adobe Creative Suite (Illustrator, InDesign, Photoshop), Canva, or similar platforms with strong visual design and layout skills for both digital and print media.
- Experience managing website content via CMS (e.g., WordPress); basic HTML/CSS skills are an advantage.
- Hands-on experience in video production/editing (Premiere Pro, Final Cut Pro, etc.) is desirable.
- Ability to translate complex information into clear, engaging content.
- Strategic mindset aligned with organizational communication and donor engagement goals.
- Highly organized, collaborative, self-driven, and capable of managing multiple priorities under tight deadlines.

### **Remuneration**

- Salary will be competitive and aligned with industry standards.

### **Application Process**

Interested candidates may send their CV along with a cover letter to:

[recruitments@muktanganedu.org](mailto:recruitments@muktanganedu.org)

### **About Muktangan**

Muktangan is an innovative, inclusive, and child-friendly educational initiative that empowers ordinary women and men with the right beliefs and skills to drive extraordinary learning outcomes for children from underserved communities. Over the past 21 years, we have evolved into a Hub and Spokes model of Integrated Teacher and School Education, with our Teacher Education Centre as the hub and seven Muktangan-run municipal schools in Mumbai as the spokes. We provide high-quality, free, and inclusive English-medium education from

preschool to Grade 10 to over 3,800 children while also developing over 1,000 community members (primarily women) as educators. Muktangan has partnered with UNICEF, the BMC (Mumbai Municipal Corporation), the Maharashtra State Government, and various NGOs to expand its impact. Our approach has been recognized by leading academic institutions such as the Tata Institute of Social Sciences (TISS), University of Pennsylvania (UPenn, USA), and Bath Spa, Oxford & Cambridge Universities (UK). Through our outreach initiatives, local and international partnerships, and collaborations with government bodies and NGOs, Muktangan has impacted over 97,000 children and more than 5,500 teachers and teacher educators across India.

To learn more, visit:

- Our website: <https://muktanganedu.org/>
  - Video: Unleashing the power of synergy:  
<https://youtu.be/tjRmm8loRjk?feature=shared>
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