



Role Description

Policy, Partnerships, and Communications

Vertical	Communications Team
Number of openings	1
Role Level	Senior Level 3 - 5 years of relevant experience
Type	Full Time
Location	Based in New Delhi (<i>Non-Negotiable</i>). The role will entail significant travel across Delhi and India
Compensation	<i>Pay will match Indian non-profit norms and similar organizations, discussed in our last selection round.</i>
Desired Joining Date	ASAP; <i>Serious candidates are encouraged to apply right away</i>
Process to apply	Please fill out the Google form mentioned below https://forms.gle/16wbnxCEm6uNX2JD6

We expect the following from you for this role:

All the below-mentioned tasks would be key to your role. The following requirements are not mentioned in order of priority.

- **Leadership**
 - Managing the day-to-day tasks with a focus on strategies and people management.
 - Managing and strategizing engagement with different government stakeholders, partners, donors, etc.
 - Ensuring effective communications across verticals, especially the operations teams.
 - Ensuring holistic professional development of team members.
- **Policy & Partnerships**
 - Engaging directly with State Governments & liaising to support them.
 - End-to-end management and engagement with government stakeholders



as and when required.

- Develop and implement strategic communications plans that advance the organization's partnership with each government.
- Lead and manage strategic communications for government partnerships, funders, and external collaborations.
- Build and maintain relationships with external partners, donors, and key stakeholders.
- Oversee the coordination of joint campaigns, ensuring consistent and aligned messaging with national & global partners.
- Collaborate on partnership-related events, media coverage, and joint projects to enhance visibility and impact.
- Manage reporting and communication metrics related to partnerships to evaluate effectiveness and guide strategies.
- Create partnership proposals, communication decks, and donor reports according to Labhya's brand guidelines.



- Track partnership communication efforts, create presentations and reports, and organise partnership events.
- **Overall Communications**
 - Creating content and handling our social media platforms like - LinkedIn, Twitter, Website, Email, Instagram & Facebook, etc.
 - Creating collateral for any kinds of presentations/ reports/ events/ other needs at Labhya - online and offline. Eg: funder requests, partner projects, etc.
 - Creating periodic newsletters, annual reports, monthly reports, and impact reports and sharing them with all stakeholders involved.
 - Documenting and creating impact stories, impactful messaging, or any kind of reports requested by donors/partners.
 - Running theme-specific and project-specific paid and unpaid campaigns on Labhya's online platforms and relevant offline platforms.
 - Extending support in rebranding and building other organizational communication strategies.
 - Maintain and build relationships with national and key regional news media outlets to advance Labhya's outreach.
 - Curating organizational wide communications strategy for the organisation with a special focus on the Fundraising Team's requirements.

Qualifications & Skills / Experience / Characteristics

- Bachelor's degree or 3 - 5+ years of full-time professional experience in related fields (**nonprofit or startup experience preferred**).
- Strong understanding of government policies, advocacy, and stakeholder management.
- Ability to create strategic communication plans focused on policy impacts and Labhya's objectives.
- Excellent writing, research, and verbal communication skills, with experience in drafting policy briefs, reports, and press releases.
- Proficiency in relationship management with high-level stakeholders, including donors, partners, and government officials.
- Highly organized with an attention to detail and ability to handle sensitive information.



- Strong analytical skills to evaluate the impact of policy changes and the organization's communications.
- Proficiency in Google Sheets, Google Docs, Google Slides and a basic understanding of communications tools like Adobe suite, etc
- Great communication and articulation skills in English and Hindi
- Attention to detail and process orientation
- Conscientiousness, discipline, rigor, and ability to take/give feedback
- Is excellent at maintaining relationships and is very systematic about tracking progress.