

Job Announcement: Communication and Donor Relations

Organization: Youth for Social Development
Location: Berhampur, Ganjam District, Odisha
Employment Type: Full-time
Reporting to: Secretary cum CEO

About Youth for Social Development : [Youth for Social Development](#) is a development organization working with duty bearers and rights holders to enhance the quality of life for urban and rural underprivileged populations in Odisha, India. Our interventions focus on governance and entitlements, including health, education, water, sanitation, housing, youth empowerment, child rights, climate change, and sustainable livelihoods. We prioritize the well-being of resource-poor and marginalized communities, with a special emphasis on Dalit and Adivasi populations, as well as children, youth, and women, who form the cornerstone of our initiatives.

Working together to ensure access to basic services, empowering marginalized communities, and nudging local governments and elected representatives—through research, advocacy, and training—constitute the core of our approach.

Position Overview : We are seeking a dynamic, creative, and results-oriented “Communication and Donor Relations Coordinator” to lead YSD’s communication, visibility, donor engagement, proposal development, and resource mobilization efforts.

The role will focus on strengthening YSD’s external communication and institutional fundraising by building strategic partnerships with foundations both domestic and international, corporate social responsibility (CSR), teams, bilateral and multilateral agencies, philanthropic organizations, networks, individual donors, and government institutions.

The ideal candidate will have strong communication and storytelling abilities, proposal writing expertise, donor relationship management skills, and experience in fundraising and development sector engagement. This position is critical in expanding YSD’s visibility, partnerships, and financial sustainability to scale impactful community-led development initiatives across Odisha.

Key Responsibilities

Communication and Visibility

- Develop and implement communication, branding, and visibility strategies for the organization.
- Manage communication materials, digital platforms, media engagement, and multimedia documentation.

Donor Relations and Partnership Management

- Build and maintain relationships with donors, CSR agencies, foundations, and strategic partners.
- Coordinate donor communication, reporting, presentations, meetings, and partnership follow-up.

Proposal Writing and Resource Mobilization

- Identify funding opportunities and prepare high-quality proposals, concept notes, and fundraising pitches.
- Lead fundraising initiatives, donor mapping, and resource mobilization planning and campaigns.

Documentation and Knowledge Management

- Document project learnings, success stories, case studies, and organizational best practices.
- Develop and maintain publications, visual documentation, and knowledge management systems.

Event and Campaign Coordination

- Support planning and coordination of workshops, campaigns, consultations, and public events.
- Lead event communication, branding, outreach, visibility, and post-event documentation.

Qualifications & Skills

- Bachelor's/Master's degree in Communication, Journalism, Development Studies, Social Work, Business Management, or related fields with 3–5 years of relevant experience in communication, fundraising, donor relations, proposal writing, or the development sector.
- Strong skills in grant writing, storytelling, documentation, content development, donor communication, and preparation of reports, presentations, and fundraising materials.
- Proficiency in digital communication, social media management, MS Office, Google Workspace, Canva, and other communication and design tools, along with strong research and coordination abilities.
- Excellent interpersonal and communication skills in English (Hindi and Odia preferred), with the ability to manage multiple deadlines, build stakeholder relationships, and commitment towards social justice and grassroots development.

Remuneration & Benefits

- Competitive compensation benchmarked to nonprofit sector standards for Tier-2 cities.
- Travel allowance for donor visits, field coordination, and events.
- Provident Fund and statutory benefits as per Indian labor laws.
- Supportive work environment and professional development opportunities.
- Candidates from Odisha are encouraged to apply and preferred.

How to Apply : Please send the following to careerysd@gmail.com with the subject line: “**Application for Communication and Donor Relations Coordinator – [Your Name]**” within **4th June, 2025**

1. CV (maximum 3 pages)
2. Cover letter highlighting relevant experience and achievements
3. One writing sample (proposal, communication material, donor report, or case study)

Qualified candidates will be contacted for a written assignment and interview. **Youth for Social Development is an equal-opportunity employer and encourages applications from women and marginalized communities.**

Join YSD : Become part of a passionate team committed to strengthening communities, mobilizing resources, amplifying grassroots voices, and advancing sustainable and inclusive development across Odisha.

Youth for Social Development is also proud to be a **Great Place to Work®** certified organization, fostering a collaborative, inclusive, and growth-oriented work environment for its team members.