



## **Fundraising Officer - Drama School Mumbai | Mumbai**

### **About Drama School Mumbai:**

The [Drama School Mumbai](#) was founded in 2013 to forge a new generation of theatre-makers who will go on to redefine the theatrical landscape in India.

India's best theatre-makers have come together to create a collaborative pedagogy based in a robust curriculum, the results of which already reflects in the success stories of around 100 alumni of our last 7 batches, all of whom are now in the sector, creating stories for new audiences, and contributing to the creation of a more meaningful cultural landscape.

The Drama School Mumbai also works to promote the awareness of theatre and its processes to a wider audience interested in exploring and understanding the medium for themselves through shorter workshops, lectures and regular presentations of work created by the students and faculty.

### **Role Profile and Outline:**

As a fundraising officer you are accountable for developing and implementing fundraising strategies for our organization.

### **Roles and Responsibilities:**

- Identifying organisations and corporates with an interest in the arts, that can provide the DSM funding towards student bursaries and organisational funding
- Writing out funding applications with the help of the Head of School or Programme Head
- Managing the fundraising pipeline and ensuring donor stewarding and engagement
- Pursuing, liaising and following up on all applications and prospective funders
- Maintaining relationships with existing patrons of the organisation
- Building initiatives that leverage the DSM community of well wishers, alumni and faculty.
- Identifying and prioritising all possible avenues for future fundraising
- Researching all details of grant organisations and preparing and adapting applications to fulfill specific criteria.
- Presenting all research on funding possibilities to the DSM and making recommendations on how to prioritise funding efforts.
- Working closely with branding /PR marketing / communications and alumni engagement team

### **Key Requirements:**

- Education: Any Graduate or Postgraduate
- Work Experience: 2-5 Years (Similar field or dealing with corporates preferred)

### **Correspondence Address:**

3rd Floor, Mumbai Marathi Sahitya Sangh, Dr Bhalerao Rd, Kelewadi, Girgaon, Charni Road (East), Mumbai - 400 004.

+91 9619336336 | [info@thedramaschoolmumbai.in](mailto:info@thedramaschoolmumbai.in)  
[www.thedramaschoolmumbai.in](http://www.thedramaschoolmumbai.in)

[facebook/TheDramaSchoolMumbai](https://www.facebook.com/TheDramaSchoolMumbai)  
[twitter/dsmmumbai](https://twitter.com/dsmmumbai)

Drama Schools Foundation Mumbai is registered as a not for profit company



- Skills:
  1. Good people skills
  2. Ability to work alone as well as in team
  3. Is a Self starter
  4. Good researching skills
  5. Good presentation skills
  6. Strong written and verbal communication skills
  7. Detail oriented
  8. Good organizational & planning skills
- An ideal candidate will demonstrate love for theatre, the ability to engage people and the confidence to make presentations along with the requisite professional competencies

**Reporting to:**

You will report to the Head of School or anyone designated by him/her.

**Type of Employment:**

Part Time / Full Time

**Terms of Employment:**

Salary: Between Rs.25,000/- to Rs.40,000/- per month + incentives depending on background and experience.

**To Apply:**

Send us an email at [companymanager@thedramaschoolmumbai.in](mailto:companymanager@thedramaschoolmumbai.in) with the subject line stating 'DSM Fundraising Officer'. The email should contain the following

- What is the role of theatre in a world where we are fragmented and divided by narrow self interest?
- Your Updated Resume
- One Pager document outlining successes and failures in your personal and professional journey.

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