When you work with Pravah you walk the thin line between…

Work and Fun

Sacrifice and Social Responsibility

Indiscipline and creativity

Hindi and English

Black and White

Right and Left

Me and We

ABOUT PRAVAH

Pravah (https://www.pravahindia.org/) was formed in 1993 with the mission to work on the 'prevention' of social conflicts by developing social responsibility and personal leadership among young people (adolescents and youth). We believe that social change is effected through a deep mindset change of individuals and along with the empowerment of the socially excluded it is imperative to hugely shift the attitudes of individuals in powerful decision-making positions, in order to change the social structures that marginalise communities.

It is kept alive by an active and engaged Governing Board and a strong and professional executive team and is being fulfilled through the design and delivery of innovative experiential learning and action programs with diverse groups of young people across the country. We also train teachers, support youth-led initiatives, incubate new organizations, and partner with other organizations to mainstream youth development and active citizenship by providing organizational development and programmatic support. We are also engaged in influencing public policy in the field of youth.

More often than not, young people have preoccupied with four spaces that society legitimizes them to inhabit. These are 1) Family 2) Livelihood/Education 3) Friends and 4) Leisure (which includes entertainment, worship, and sports among others). There is one very vibrant space although quite marginalized that young people also occupy, which we call the 5th Space - a concept to inspire and facilitate young people to expand beyond the typical 4 spaces of career education, family, friends, and leisure by creating this space in the mentioned four spaces through exploring a journey from self to society and back. This is where young people understand themselves and engage in social action. It focuses on the self-transformation of youth as much as on transforming society through them. The 5th space is co-owned and co-led by young people and adults, provides deep cross-border experiences (including across borders of caste, class, gender, and religion), and is a space for 'refl-action' (wherein

the best traditions of experiential learning, action is taken to learn about the self and reflection precedes and succeeds this action).

Annually, our total outreach is approx. 30,000+ young people, support/mentor 100 social entrepreneurs/youth organizations, and work with around 100 partners.

So, when you work (we prefer to call it 'walk' with us), you actually work with many others - young people, teachers, other organizations, and the larger civil society – all from as diverse worlds as you can imagine.

Pravah is currently on a new curve of expansion - both in size and the scope of its interventions. To support it, a number of exciting opportunities have arisen for the engagement of inspired and committed people with diverse levels of skills and experience in Pravah.

In the current phase of our journey, we are looking for an inspired and committed **Programme Coordinator** to work with us. Read on to know if it could be you!

Job Description: Programme Coordinator, Partnerships and communications team
Location: New Delhi
Type: Full time

Specific responsibilities include:

1. Fundraising Research & Opportunity Mapping

- Lead research on existing and prospective donors, their priorities, funding trends, sector developments, and emerging opportunities relevant to Pravah's work.
- Identify, assess, and prioritise relevant funding and partnership opportunities and translate research into actionable fundraising leads.
- Represent Pravah at events/ conferences and gather sectoral insights and intelligence.

2. Fundraising Materials & Communications

- Work closely with the Strategic Communications and programme teams to strengthen Pravah's narrative and visibility with relevant donors and sector audiences.
- Lead the development of donor-facing materials including concept notes, pitch decks, programme briefs, impact narratives, and presentations.

3. Managing donor meetings

- Lead the curation of donor meetings, consultations, visits, convenings, and other engagement opportunities.
- Coordinate with leadership, programme teams, youth leaders, and relevant stakeholders to ensure meaningful and well-prepared donor engagements.
- Build systems and processes that enable smooth and consistent donor engagement including effective follow ups.

4. Fundraising Systems, Pipeline & Data Management

- Own and maintain systems for tracking donor prospects for searching to donor conversion.
- Ensure fundraising records are accurate, updated, and actively used by the team to generate insights and inform decisions.
- Regularly review the fundraising pipeline and engage cross-teams to flag priority opportunities, gaps, risks, and follow-up actions.

5. Proposals and budget creation

- Anchoring the due diligence process for proposals in partnership with finance team

- Co-lead the development of proposals and budgets, working closely with Programme leads and Finance.

5. Cross-functional Collaboration

- Work closely with Programme, Strategic Communications, Finance, Operations, and leadership teams to advance fundraising priorities.
- Build a strong understanding of Pravah's programmes and organisational priorities to effectively represent and communicate the organisation to external stakeholders.
- Contribute to broader organisational strategy, partnerships, visibility, and ecosystem engagement as relevant.

6. Organisational Role & Responsibilities

- Contribute to building a strong, collaborative, inclusive, and learning-oriented organisational culture.
- Take an active role in organisational culture-building initiatives, team processes, and cross-functional spaces.
- Design, plan, and lead organisational retreats, team offsites, and other organisation-wide learning and reflection spaces.
- Facilitate organisational processes and conversations that strengthen collaboration, shared ownership, and alignment across teams.
- Contribute to organisation-wide strategic planning, reviews, and priority-setting processes.
- Support the design and implementation of internal systems, processes, and initiatives that strengthen organisational effectiveness.
- Represent and contribute to Pravah's organisational spaces, events, and external engagements as required.
- Take on additional organisational responsibilities and cross-functional initiatives aligned with Pravah's evolving priorities.

Experience & Education

- 3–5 years of relevant experience in fundraising, partnerships, resource mobilisation, or strategic communications.
- Experience in the social impact/development sector, particularly fundraising or partnerships, preferred.
- Experience coordinating external relationships and working across multiple internal teams and stakeholders.
- Strong written and spoken English essential.
- Proficiency in Google/Microsoft Office and familiarity with tools like Canva and AI tools for research, presentations, and project tracking.

Skills & Capacities

- **Research & analysis** — able to conduct donor research, track funding trends, and surface actionable insights for the fundraising team.
- **Communication** — confident written and verbal communicator, able to engage donors, partners, and internal teams professionally.
- **Relationship management** — able to support and sustain donor/partner relationships with warmth and professionalism.
- **Project coordination** — able to manage multiple workstreams, timelines, and stakeholders simultaneously.
- **Storytelling** — able to translate programme work and youth voices into compelling donor-facing narratives.
- **Systems & detail orientation** — able to build and maintain trackers, databases, and documentation with accuracy.

- **Digital fluency** — comfortable with PowerPoint/Canva/Excel; exposure to AI tools a plus.

Values & disposition

- Genuine commitment to youth development, social justice, and equity
- Curious, self-motivated, proactive, and eager to learn in a fast-paced, mission-driven environment
- Ability to work independently as well as collaboratively across teams, stakeholders and with external partners
- Strong sense of ownership, with the ability to take responsibility for team, deliverables, follow through on commitments, and keep stakeholders informed
- High level of integrity and discretion, with the ability to handle donor information, organisational information, and relationships with confidentiality and professionalism
- Willingness to travel for field visits, donor meetings, events, and programme exposure
- Comfortable with ambiguity, dynamic environments, and excited to grow into a role, not just fill one

Role Scope

- This role offers exposure across the full fundraising function from donor research and relationship-building to materials, coordination, and pipeline management, giving the right person a genuine 360-degree grounding in fundraising and partnerships.
- It's designed for someone ready to grow into proactive relationship-building instincts, and the ability to connect research, communications, programmes, and partnerships into one coherent strategy.
- The role offers close working proximity to senior leadership, with regular exposure to strategic decision-making and organisational priority-setting along with growth potential within the fundraising and partnerships function.
- It also comes with the opportunity to build visibility in the sector, representing Pravah at donor forums, conferences, and cross-organisational platforms.