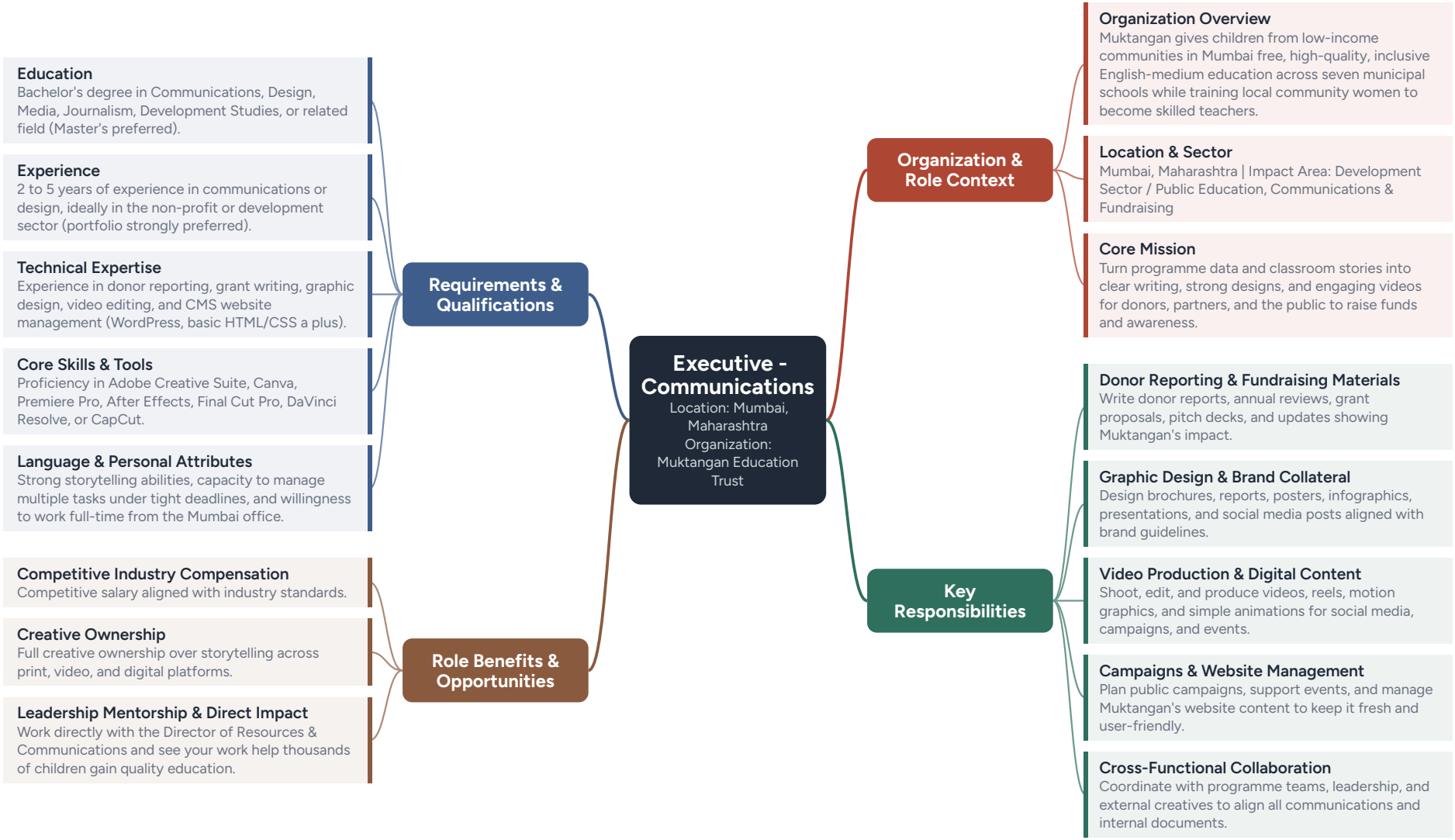
Muktangan Education Trust

Executive - Communications in Mumbai | Muktangan

Mumbai, Maharashtra · full-time · mid level · Competitive

Application Assist →

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Skills this role needs

- Donor communication and proposal writing
- Graphic design in Adobe Creative Suite / Canva
- Video production and editing
- Website content management in WordPress
- Storytelling

Job description

Muktangan

Muktangan gives children from low-income communities in Mumbai a free, high-quality and inclusive education in English, from preschool to Grade 10. It runs seven municipal schools with more than 3,800 children. It also trains local community members, mostly women, to become skilled teachers. Its Teacher Education Centre supports these schools and shares the Muktangan approach with partners across India. So far it has reached over 97,000 children and more than 5,500 teachers. This role sits within Muktangan's Resources and Communications team, which tells Muktangan's story to donors, partners and the public and helps raise the money that keeps the work going.

Role

As Executive - Communications, you will help people see and feel the difference Muktangan makes in children's lives. You will turn programme data and stories from classrooms into clear writing, strong designs and engaging videos for donors, partners and the public. This is a hands-on creative role that mixes writing, graphic design, video and website work. You will report to the Director - Resources & Communications and work closely with programme teams and leadership.

Responsibilities

- Write donor reports, annual reviews and personal updates that show Muktangan's impact.
- Draft grant proposals, pitch decks and fundraising materials that match the organisation's goals.
- Plan and support public campaigns, events and outreach that bring in partners, funding and volunteers.
- Help manage Muktangan's website and digital content so it stays fresh, easy to use and true to the brand.
- Shoot, edit and produce short and long videos, reels, motion graphics and simple animations for social media, donors, campaigns and events.
- Design brochures, reports, posters, infographics, presentations and social media posts that follow Muktangan's brand guidelines.
- Coordinate with programme teams, leadership and outside creatives so all messages and designs fit together.
- Support internal documents and learning materials that reflect Muktangan's values.

Requirements

- A Bachelor's degree in Communications, Design, Media, Journalism, Development Studies or a related field. A Master's degree is a plus.
- 2-5 years of experience in communications or design, ideally in the nonprofit or development sector.
- A proven record of writing donor reports, proposals and fundraising materials, with strong writing, editing and storytelling skills for different audiences.
- Strong graphic design and layout skills for digital and print, using tools such as Adobe Creative Suite (Illustrator, InDesign, Photoshop), Canva or similar.
- Hands-on experience in video production and editing, from shooting to sound, subtitles, colour correction and export, using tools such as Adobe Premiere Pro, After Effects, Final Cut Pro, DaVinci Resolve or CapCut.
- Experience managing website content through a CMS (content management system) such as WordPress. Basic HTML/CSS (web coding) skills are a plus.
- A portfolio showing your design, video, social media or campaign work is strongly preferred.
- Ability to work full-time from the Mumbai office and handle several tasks at once under tight deadlines.

Benefits

- Competitive salary in line with industry standards.

- Creative ownership over how Muktangan tells its story across print, video and digital platforms.
- Learn from and work directly with the Director - Resources & Communications and the leadership team.
- See your work help thousands of children get a quality education.

Apply

Check your fit for the role and receive the apply link in your mailbox

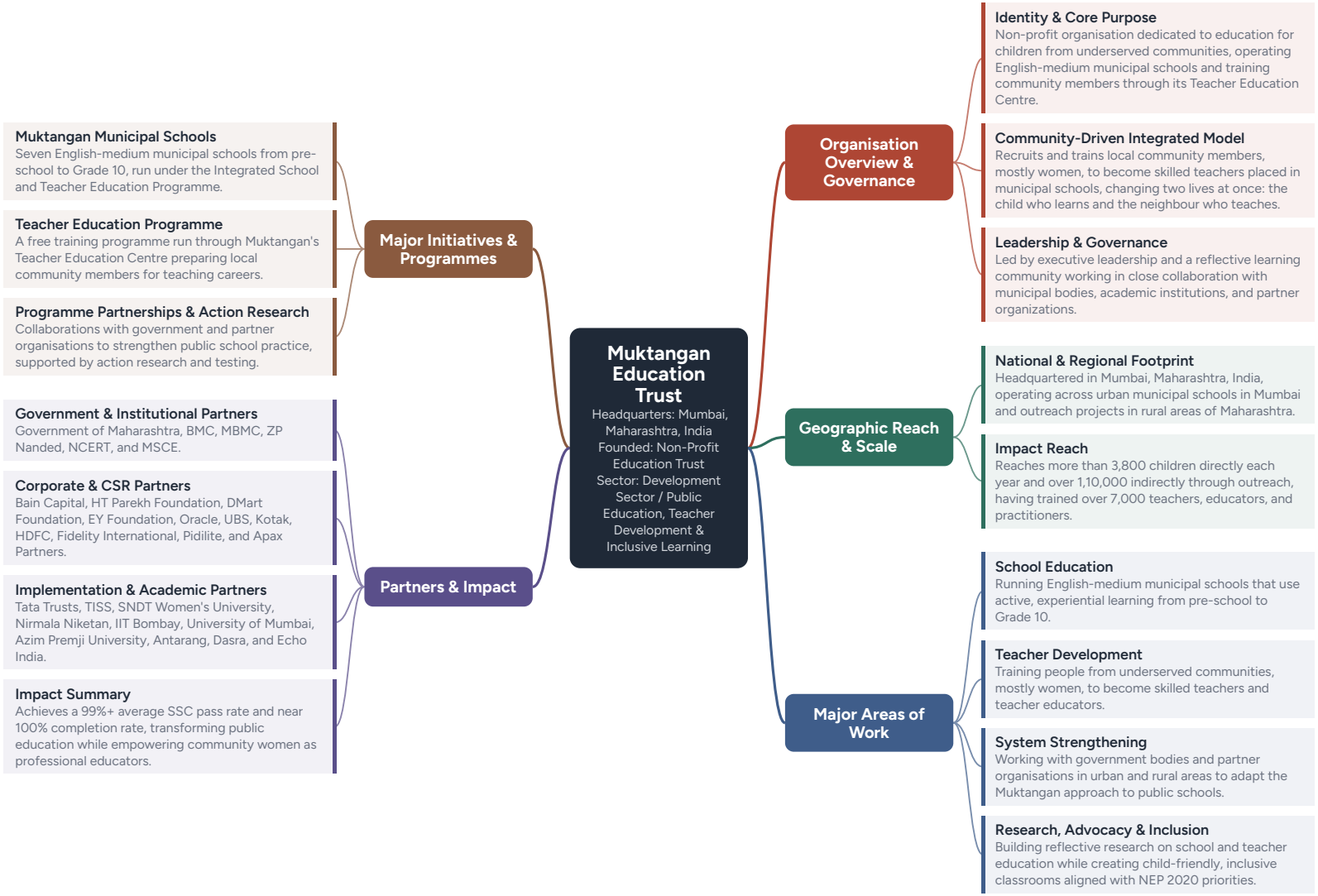
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About the organisation

Muktangan Education Trust

Education

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About Muktangan Education Trust

Muktangan Education Trust works in education for children from underserved communities. It runs English-medium municipal schools from pre-school to Grade 10 and trains teachers through its own Teacher Education Centre. Its name joins "Mukt", meaning freedom, and "Angan", the threshold where inner and outer worlds meet. Muktangan describes itself as a reflective learning community and its approach as child-centred, holistic and community-driven. Most of its teachers are women from the same communities as their students, and the organisation describes its model as one that "changes two lives at once: the child who learns, and the neighbour who teaches." It works with government and partner organisations to bring this model into the wider public school system.

> *Headquarters: Mumbai, Maharashtra, India*

Major Areas of Work

- School education: Running English-medium municipal schools that use active, experiential learning from pre-school to Grade 10.
- Teacher development: Training people from underserved communities, mostly women, to become skilled teachers and teacher educators.
- System strengthening: Working with government bodies and partner organisations in urban and rural areas to adapt the Muktangan approach to their own schools.
- Research and advocacy: Building a body of research on its school and teacher education programmes and using data to measure how well they work.
- Inclusion: Making classrooms inclusive and child-friendly, in line with NEP 2020 priorities such as foundational literacy and numeracy, dual-language early learning and community participation.

Major Initiatives and Programmes

- Muktangan Schools: Seven English-medium municipal schools from pre-school to Grade 10, run under the organisation's Integrated School and Teacher Education Programme.
- Teacher Education Programme: A free training programme, run through Muktangan's own Teacher Education Centre, that prepares community members, mostly women, to work as teachers and teacher educators.
- Programme Partnerships: Work with government and partner organisations in urban and rural areas to help them build holistic, inclusive and child-friendly teaching practice.
- Research and Advocacy: Research based on reflection and testing of Muktangan's own processes, used to support and improve its school and teacher education work.

The Integrated School and Teacher Education Programme is the core of the Muktangan model. Muktangan does not bring in teachers from outside. It recruits people from the communities it serves and trains them, then places them in its own schools. Because teachers share their students' background, the organisation says it can shape lessons around what the community actually needs. The model also gives local residents careers and leadership roles.

Impact

Muktangan states that it reaches more than 3,800 children directly each year and over 1,10,000 indirectly through outreach projects. It says it has trained more than 7,000 teachers, teacher educators and other educational practitioners, and that it has over 2,700 alumni. Its site gives its average SSC pass rate as 99% over a decade in one place and 99.5% in another. It says almost all students who enrol complete their schooling, compared with a 48% completion rate in similar government schools.

Partners

- Government: Government of Maharashtra, BMC, MBMC, ZP Nanded, NCERT, MSCE
- Academic institutions: Tata Institute of Social Sciences (TISS), SNDT Women's University, Nirmala Niketan College of Social Work, IIT Bombay, University of Mumbai, Azim Premji University
- Nonprofit and programme partners: Antarang, Dasra, Echo India, Learning Space Foundation, Ummeed Child Development Center, Maharashtra Dyslexia Association, Lighthouse Communities Foundation, Door Step School, Sankalp Ek Prayas, United Way

- Funders and supporters: Tata Trusts, Bain Capital, HT Parekh Foundation, DMart Foundation, EY Foundation, Singapore International Foundation, Oracle, UBS, Kotak, HDFC, Fidelity International, Pidilite, Apax Partners, Advent India and others

Working at Muktangan means joining a team that runs schools and also trains the people who teach in them. Staff see classroom practice, teacher training, research and government partnerships all inside one organisation. The work suits people who want to improve the quality of public education and not only access to it, and who like a reflective, collaborative culture that values critical thinking, openness to change and equity. Educators, teacher trainers, researchers and programme staff can gain hands-on experience in building a model that is meant to work in schools beyond Muktangan's own.

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