Child Help Foundation

School Fundraising Executive in Kolkata | Child Help Foundation

Kolkata, West Bengal · full-time · entry level · Competitive

Application Assist →

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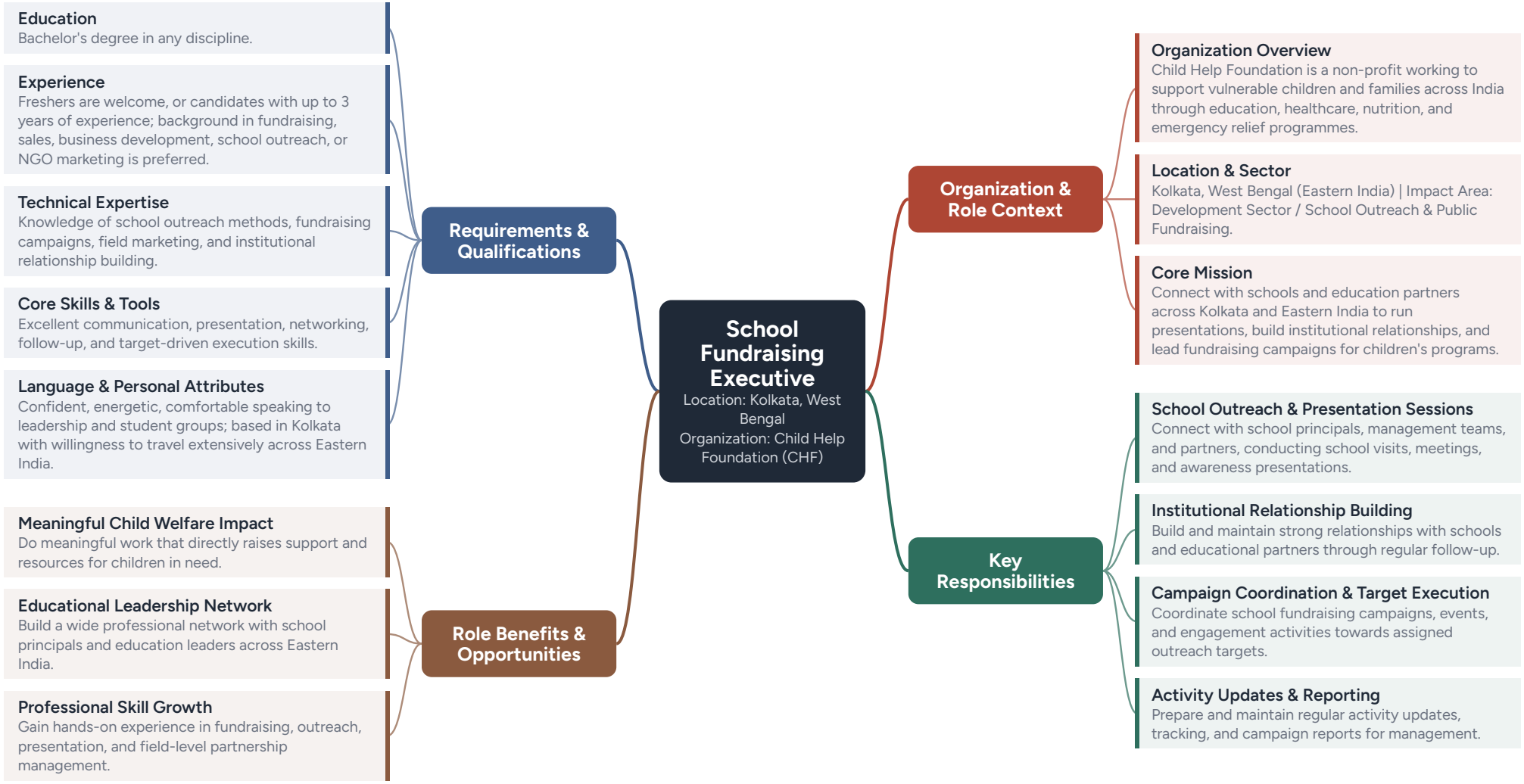

Skills this role needs

School outreach	Fundraising	Public speaking and presentations	Relationship building	Field reporting and follow-up

Job description

Child Help Foundation

Child Help Foundation is a nonprofit that works to support children and families in need across India. Its programmes help children get better access to education, healthcare and nutrition, and it responds when communities are hit by emergencies. The organisation works with schools, volunteers and supporters to raise the funds and awareness that keep this work going.

Role

As a School Fundraising Executive (also called School Outreach Officer), you will be the link between Child Help Foundation and schools in Kolkata and across Eastern India. You will visit schools, meet principals and management teams, and run presentations and awareness sessions about the foundation's work. You will build lasting relationships with schools and help them take part in fundraising campaigns that support children who need help. This role suits someone who enjoys meeting people, speaking in front of groups and travelling for field work.

Responsibilities

- Connect with schools, principals, management teams and other education partners.
- Conduct school visits, meetings, presentations and awareness sessions.
- Promote Child Help Foundation's programmes and fundraising initiatives in schools.
- Build and maintain strong relationships with schools and institutional partners, with regular follow-up.
- Coordinate school fundraising campaigns, events and engagement activities.
- Work towards assigned outreach and fundraising targets.
- Prepare and maintain activity updates and reports.

Requirements

- A bachelor's degree in any discipline.
- Freshers are welcome, and candidates with up to 3 years of experience can apply.
- Experience in fundraising, sales, business development, school outreach, NGO outreach or field marketing is preferred.
- Excellent communication and presentation skills, with the confidence to speak with principals, teachers, management teams and students.
- Strong relationship-building, networking and follow-up skills.
- A confident, energetic approach and comfort working towards targets, both on your own and with a team.
- Based in Kolkata and willing to travel extensively across Kolkata and Eastern India.

Benefits

- Do meaningful work that helps raise support for children in need.
- Build a wide network with schools and education leaders across Eastern India.
- Gain hands-on experience in fundraising, outreach and partnership building.
- Grow your presentation, communication and field skills with a mission-driven team.

Apply

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About the organisation

Child Help Foundation

Child Health and Welfare

childhelpfoundation.in ↗
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Program Officer - Emergency Medical & Child Health

Location: Mira Road, Thane, Maharashtra
Organization: Child Help Foundation (CHF)

Organization & Role Context

Organization Overview
Child Help Foundation (CHF) is a charitable trust established in 2010 in Thane, registered under the Bombay Public Trust Act, providing emergency medical support, education, nutrition, and relief across India.

Location & Sector
Mira Road, Thane, Maharashtra | Impact Area: Development Sector / Emergency Medical Support & Child Protection

Core Mission
Coordinate emergency medical aid for critically ill children, manage verified case fundraising appeals, and oversee community nutrition, hygiene, and relief programmes.

Key Responsibilities

Medical Case Verification & Appeals
Verify medical needs for critically ill children and manage online public fundraising appeals to cover treatment costs.

Donor Communication & CSR Engagement
Coordinate with corporate partners, foundations, and individual donors to secure support for medical cases and education initiatives.

Community Relief & Hygiene Programs
Manage ration kit distribution, sanitary pad drives, clean water access, and humanitarian disaster relief operations.

Environmental & Life on Land Drives
Support community environmental drives, including regular stray animal feeding and coastal beach clean-ups.

Beneficiary Documentation & Reporting
Maintain verified records of medical cases, track beneficiary progress, and prepare donor update reports.

Requirements & Qualifications

Education
Graduate degree in Social Work, Healthcare Administration, Development Studies, or a related field.

Experience
1 to 3 years of experience in NGO operations, medical case management, public fundraising appeals, or donor relations.

Technical Expertise
Understanding of verified medical case management, emergency healthcare appeals, CSR partnerships, and community welfare.

Core Skills & Tools
Strong donor communication, case verification, multi-stakeholder coordination, and basic MS Office skills.

Language & Personal Attributes
Based in or willing to work in Thane/Mumbai; empathetic, hands-on, and dedicated to emergency child health and community relief.

Role Benefits & Opportunities

Direct Life-Saving Impact
Hands-on work directly helping save the lives of critically ill children and supporting vulnerable families.

CSR & Donor Exposure
High exposure to corporate partners, online fundraising appeals, donor communication, and medical case handling.

Broad Development Sector Portfolio
Gain experience across child health, education, disaster relief, hygiene, and environmental drives early in your career.

About Child Help Foundation

Child Help Foundation (CHF) is a charitable trust based in Mira Road, Thane, that supports children, families and communities across India. It has worked since 2010 and is registered under the Bombay Public Trust Act, 1950. Its main work is emergency medical support for critically ill children. It also works on education, nutrition, water and sanitation, gender equality, humanitarian relief and child protection. CHF says its programmes are built around health, education, dignity, equality and resilient communities, and it raises much of its funding through online appeals for verified medical cases. It also runs smaller environmental activities, such as animal welfare and marine conservation work.

> *Headquarters: Mira Road, Thane, Maharashtra, India*

Major Areas of Work

- Child health: Emergency medical support for children who are critically ill and whose families cannot afford treatment.
- Education: Support for children to get free, accessible and good-quality education.
- Nutrition and hygiene: Food for families facing hunger, and access to clean water, sanitation and menstrual hygiene.
- Gender equality and child protection: Work on poverty, discrimination and exploitation that affect girls and women, and support for children's safety and dignity.
- Humanitarian relief: Timely help for communities hit by disasters and other crises.

Major Initiatives and Programmes

- Medical case fundraising: Online appeals for individual children with verified medical needs, to pay for timely treatment.
- Education crowdfunding: Fundraising for children's schooling and learning access, including girls' education.
- Sanitary pad distribution: Gives out menstrual hygiene products as part of its water, sanitation and hygiene work.
- Ration kit distribution: Food and essential supplies for families during emergencies and as part of its work on hunger.
- Stray animal feeding: Regular feeding of stray animals under its Life on Land work.
- Beach clean-ups: Coastal clean-up drives to protect marine life under its Life Below Water work.

Partners

- Corporate partners: Alkem, Ambit, Anglo-Eastern, Bharat Petroleum, Bisleri, BookMyShow, Burger King, CEAT, Deloitte, Disney India, EY, Forbes, Future Group, HDFC Ergo, Hitachi ABB, Indian Oil, Indoco, IPCA, Larsen & Toubro, Microsoft, NTPC, Nutanix, Oracle, Relaxo, Sanofi, Synechron and Tata Motors.
- Hospitality partners: Grand Hyatt, The Leela and Taj Lands End Mumbai.
- Government: Ministry of Social Justice (Maharashtra).
- Foundations and networks: Charities Aid Foundation, IIFL Foundation, Samata Foundation, Xondhan Foundation, Rotary, ISKCON, Filaantro, Self Reliant India and the Vasai Branch of WIRC.

Child Help Foundation suits people who want hands-on work with children and families who need help urgently, especially in child health. Because so much of its funding comes from public appeals and corporate partners, it gives good exposure to fundraising, donor communication, CSR partnerships and handling medical cases. Its spread of programmes, from medical aid to relief work and community drives, also suits people who want to see several kinds of social sector work early in their careers.

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