### About IGSSS

Indo-Global Social Service Society is enabling the poorest communities in unreached India to break free of social and economic deprivation, to achieve a positive transformation in their quality of life, since 1961. Presently, IGSSS is reaching out to around 400,000 marginalized people across India with interventions focusing on six thematic verticals – Sustainable Rural Livelihood, Urban Poverty Reduction, Climate Change Adaptation, Disaster Risk Reduction, Youth Development and Gender Equity.

### Opportunity to work with IGSSS

### If you are enterprising and want to experiment with innovative strategies for a better society this amazing opportunity is for you.

### IGSSS is launching a project to engage the Residents Welfare Association and Clubs (Social / Cultural / Sports) around a theme that interests them as well have social and political concerns too in the National Capital Region. The objective of the project is to establish constructive cooperation with RWAs and clubs for an inclusive and pro-poor society.

### Designation: Manager, Engagement and Event Management

### Location: New Delhi

### Job Type: Contractual

### Duration: 18 months

### Job Summary

This is a full-scope event planning, promotion and management role for social cause which requires strong project management and proactive stakeholder management skills as well an understanding of development context, event production, budget management and logistics.

**Key Responsibilities**

* Over all responsible for project planning, strategy development and effective execution.
* Develop partnerships with RWAs and Clubs in accordance with the project.
* Develop and implement creative and effective events align to the objectives of the project.
* Manage the execution of on-site events and all logistics.
* Monitor the activities, budget utilization and ensure that the project is on track.
* Responsible for communication, documentation and reporting.

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**Required Profile:**

1. 4+ experience in event management, marketing and partnership building in social development field.
2. A keen interest in people with strong stakeholder management skills.
3. Strong, creative, communication and presentation skills.
4. Strong analytical skills, and ability to use data to drive decision making.
5. Excellent writing, editing, proofreading, and oral communication skills.
6. Ability to convert complex content into simpler messages as per the varied stakeholders.
7. Ability to work independently and collaboratively, with individuals and cross-disciplinary teams.
8. Positive attitude and commitment to teamwork.
9. Ability to work flexible hours, as needed.

IGSSS is an equal opportunity employer and give a special preference for recruitment of persons with disability, HiV, women and Transgender.

Interested applicants may E-mail their Curriculum Vitae with a photograph along with a cover letter stating the current CTO (Cost to the Organization) and expected CTO to **hr@igsss.net** mentioning the job title in the subject line.

In case your profile does not match with the aforementioned profile, you are requested not to apply.

Please also note that phone calls with regard to the applications will not be entertained.

Only shortlisted candidates shall be contacted.

To know more about us, please visit our website- **https://igsss.org/**