



Development 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 DSM Development Officer, you are directly responsible for managing all DSM activities and initiatives related to the building and fostering of the DSM community of Alumni and Faculty/Ex-Faculty, advisors and trustees. You will also lead all activities related to the building of a DSM scholarship fund that is contributed to regularly by donations from the DSM community network, their contacts and beyond.

Roles and Responsibilities:

- **For Community Development:**
 - Managing and running DSM communications between the school and the community.
 - Keeping the community engaged in the activities and events around the DSM.
 - Finding out all Community achievements and celebrating them on behalf of the DSM.
 - Finding and identifying ways in which the community can continue to advocate for and support the activities of the DSM.
 - Identifying, building and running key initiatives and events of the DSM designed to enrich and enable the community.
- **For Scholarship Development:**
 - Driving the creation of all communication and collaterals towards seeking donations for a dedicated Scholarship Fund.
 - Creating support schemes and donation tier programs that encourage different levels of support.
 - Building a network of potential donors from the community and their networks.
 - Running all internal systems on donor management and tracking.
 - Maintaining and updating all donors with scholarship student and alumni progress

Correspondence Address:

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

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[twitter/dsmmumbai](https://twitter.com/dsmmumbai)

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

**Key Requirements:**

- Education: Any Graduate or Postgraduate
- Work Experience: 5 Years or more (Similar field or dealing with corporates preferred)
- Skills:
 1. Good people skills
 2. Strong written and verbal communication skills
 3. Ability to work alone as well as in team
 4. Takes initiative and is self-driven
 5. Good researching skills
 6. Good follow-up skills
 7. Detail oriented
 8. Good organisational & planning skills
- An ideal candidate will demonstrate love for theatre, the DSM community, the ability to engage people and the confidence to make presentations along with the requisite professional competencies

Reporting to:

You will report to the Executive Head with consultation of the Academic Head of the School

Type of Employment:

Flexi-time/Part-Time (20 Hours a week on average)

Location of Employment:

Primarily remote working, with travel when necessary for in-person team meetings in Mumbai.

Terms of :

Fee: Between Rs.17,500/- to Rs.22,500/- per month + incentives based on donations raised. Depending on background and experience.

To Apply:

Send us an email at pkoppikar@thedramaschoolmumbai.in with the subject line stating '**Development Officer**'. The email should contain the following

- A brief statement of purpose as to why it interest you to pursue this role
- Your Updated Resume

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