

## Goal Setting – Programs Executive

Location	Mumbai
Salary	INR ***** per month
Time Commitment	Full Time
Reporting	Resources Manager

Table 1: Job Role Priorities

No.	Priority Item
1	Supporting fundraising communication efforts
2	Supporting Atma Events
3	Telemarketing
4	Supporting new media touch points
5	Culling and generating information for the Atma Blog
6	Preparing case studies
7	Researching and writing grants
8	Supporting internal communications
9	Networking
10	Supporting staff

Table 2: 2011-2012 Professional Targets

No.	Professional Targets
1	Reaching fundraising targets
2	Developing and reaching telemarketing targets
3	Creating Mailchimp and Salesforce Databases
4	Wide readership of written communications
5	Establish networking presence
6	Establish voice

Table 3: Skills

No.	Gap Areas
1	Develop writing style
2	Develop knowledge of dropbox, salesforce and mailchimp
3	Develop research skills
4	Develop personal presentation