

CHRISTINA FRANCIS KINNY

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Academics:

Examination	Board / University	Year of passing	Grade (%)	Class
MSW (Masters in Social work)	Nirmala Niketan College of Social Work, Mumbai University	2012 - 2014	GPA = 5.98	Grade "A"
B. A (Sociology & Economics)	St Xavier's College, Mumbai University	2011 - 2012	63 %	First
HSC (Arts)	Maharashtra board	2008 - 2009	81 %	Distinction
SSC	Maharashtra board	2006 - 2007	81.38%	Distinction

Achievements:

- Won the "Best Student award" in 2008.
- **Ranked 1st:** Research project - "Socio – Economic profile of Kathkari tribals in Khalapur Taluka".

Experience:

Independent CSR consulting for NGOs. (June – Present)

Project based freelance work pertaining to documenting reports, proposal writing, donor communications and strategic CSR partnerships.

Project Manager, MASTEK FOUNDATION (July 2017 to June 2018) *Project Manager*

- **Management of CSR portfolio for 3 companies namely Mastek Ltd, Majesco Inc and TAIS Tech**
 - Drafting of CSR policies for all three companies.
 - Maintaining separate audit records
- **Reporting to the Ministry of Corporate Affairs**
 - Separate reporting to the boards of the respective companies
 - Co-ordination with senior management on strategic decisions regarding the foundation.
- **Drafted the CSR strategy and NGO incubation model** based on the vision plan of the foundation, best practices of incubation and impact assessment strategies.
- **NGO partnerships:** Identifying and selecting NGOs with comprehensive due diligence procedures.
- **Monitoring and evaluation:** Effective and efficient M&E of projects on quarterly basis.
- **Reports and communications**
 - Six monthly CSR updates and presentations to the board of Mastek and Majesco.
 - Preparing annual reports for Mastek, TAIS Tech and Majesco.
 - Quarterly reporting to the CSR committee and founding members of the company
 - Published quarterly newsletters and social connect initiatives with employees
 - Conducted monthly induction presentations on CSR to new recruitments at Mastek and Majesco
 - Managed PR for the IT – build segment of the foundation.
- **Employee Engagement:**
 - Payroll giving programme (for employees from all 3 companies)
 - Organizing volunteering activities in collaboration with NGOs and respective HR teams of Mastek and Majesco
 - Enhanced employee payroll giving from 48% to 75% in within 8 months.
 - Created and implemented the employee champions' model to enhance employee engagement with NGOs as fundraisers and cause champions.
 - Regular tracking on employee volunteering hours and participation.
- **Events:**
 - Organized annual musical fundraising concert for building a school in Kolkatta.
 - Organized Mastek Foundation Run, a charity sports event with over 1000 participants.
- **Implementation of Project Deep Blue** (A technical contest for college students)
 - Involved in facilitating participation from different IT colleges in Mumbai & overall coordination.

UNDER THE MANGO TREE SOCIETY, Mumbai (2014-2017)

Programme Officer, CSR, Monitoring and Evaluation, Fundraising and Donor Engagement.

- **CSR and Fundraising:** Developing fundraising project proposals for prospective donors and corporate partners in order to explore new collaborations. Liaising with donors and beneficiaries. Pitch the programme to Government ministries, corporates and NGOs in the agriculture and rural development.
- **Monitoring and Evaluation:** Evaluating social impact of the program through surveys, analysis & case study documentation followed by writing donor reports and communication material. Utilize monitoring data to guide programme strategy for enhanced impact.
- **Communications:** Creating bi-monthly newsletters to provide project updates to donors.
- **Database management:** Working on a software named 'Donor Care' that enables donor mapping.
- **Volunteer management:** Administering employee engagement & other volunteering initiatives.
- **Collateral Development:** Creating fundraising collateral like Annual Reports, power point presentations, brochures, banners and other IEC material.

Voluntary work:

Term	Responsibility
1 year (2010-11)	Worked as a reader for visually challenged students at Tata Institute of Social Work (TISS)
2 months (2012)	Taught English vocabulary to underprivileged girls at the Young Women's Christian Association (YWCA)
2012-13	Community worker at Committee for Right to Housing (CRH) in Behrampada, Bandra (E)
2013-14	Research, analysis and documentation at Praja Foundation

Part time work: Part time work in documentation of case studies with ASEEMA Charitable Trust.

Language proficiency (both written and spoken): English, Marathi and Hindi.

Writing experience:

- Project proposal writing for prospective donors/ supporters
- Written 3 articles for 3 consecutive years in the Sociology magazine "Eidos" at St Xavier's
- Contributed for community mobilization as a guest writer in monthly periodical of MGP (Mumbai Gaothan Panchayat) a Mumbai based NGO

Interest areas:

- Documentation and research analysis.
- Writing articles, poems and reflective pieces is another forte.