

CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM India addresses disability as a cause and consequence of poverty in the most disadvantaged communities of the world. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Position: Manager – CSR

Location: Bengaluru

Reporting to: Head - Proposal Hub and Marketing Support

Objective:

Lead the requirements for effective CSR partnerships with proposals, concepts, and due reporting with timely research and development on opportunities, tech-interventions, and models in the sector as appropriate for disability inclusion.

Key Roles and Responsibilities

1. Proposal Development and Project Design

- Lead the development of high-quality concept notes and proposals tailored to corporate, institutional, and grant donor priorities.
- Collaborate with program and technical teams to design evidence-based, impactful projects in line with both community needs and donor focus areas.
- Ensure proposals include clear logical frameworks, budgets, sustainability plans, and measurable outcomes.
- Maintain an updated repository of organizational credentials, case studies, and success stories for donor communications.
- Facilitate internal reviews and approvals of proposals, ensuring alignment with CBM India's strategic priorities.

2. Corporate and Institutional Partnership Development for Resource Mobilization

- Research and exploration of various media to identify opportunities with corporates/institutions under the thematic areas of inclusive education, health, livelihood, and rehabilitation.
- Explore through various media to identify opportunities

3. Donor Relationship Management and Reporting

- Serve as the primary point of contact for assigned corporate and institutional donors.
- Ensure timely submission of progress reports, utilization certificates, and financial statements in donor-specified formats as per MoUs.
- Work closely with finance, M&E, and program teams to ensure compliance with donor reporting, branding, and communication guidelines.
- Coordinate donor meetings and impact showcases to strengthen long-term relationships.
- Track donor satisfaction and partnership renewal opportunities; manage renewal proposals and follow-up.

4. General matters

- Keep updated on the latest trends in the corporate and institutional market.
- Be updated on CSR policies, HR policies, and Company Acts.
- Donor administration, which includes MIS and presentations for donors and performance reporting to management.

Key Performance Indicators (KPIs)

- Number and value of proposals submitted to CSR and institutional donors as per the resource mobilization plans
- Win rate of proposals submitted (In numbers and value)
- Quality and timeliness of proposals and donor reports submitted.
- Percentage of renewal or repeat partnerships-maintained year-on-year.
- Donor satisfaction levels and feedback.
- Compliance and reporting accuracy (zero deviations).
- Contribution to organizational resource mobilization targets.

Qualifications and Experience

- Master's degree in Social Work, Development Studies, Management, or related field.
- 7–10 years of experience in CSR fundraising, donor relations, or institutional partnership management.
- Proven track record in concept note and proposal writing for corporate and institutional donors.
- Excellent communication, presentation, and interpersonal skills.
- Ability to work cross-functionally and meet deadlines with attention to detail.

Skills, Competencies and Behavioural Values

- Strategic networking and relationship building
- Proposal writing and budget development
- Analytical and presentation skills
- Donor servicing and compliance management
- Collaboration and team orientation
- Commitment to inclusion, equity, and CBM India's core values
- Agile, Proactive, Attention to detail.
- Flexible approach to work demands.
- Willingness to learn, change, and adapt.
- Ability to remain calm in times of crisis.
- Intercultural knowledge and sensitivity to issues of disability.

Other requirements

The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety and security protocols.

This position requires travelling and, at times, extensive travelling to ALL parts of India.

CBM India encourages persons with disabilities and women to explore this important opportunity. Send your resume to jobs@cbmindia.org