

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: Senior Proposal Writer

Location: Bengaluru

Reporting to: Head - Proposal Hub and Marketing Support

1. Objective:

To prepare winning proposals, concept notes, and reports for CSR and institutional donors by doing appropriate research, finding new funding opportunities, and including creative and disability-inclusive ideas in project designs and donor engagement.

2. Key Roles and Responsibilities:

A. Proposal Development & 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.

B. 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 mediums to identify opportunities.

C. Donor Relationship Management & 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 MOU.
- Coordinate donor meetings and impact showcases to strengthen long-term relationships.
- Track donor satisfaction and partnership renewal opportunities; manage renewal proposals and follow-up.

D. 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.

3. Preferred Qualifications & Experience

- Master's degree in Social Work, Development Studies, Management, or related field.
- 5 - 7 years of experience in Project Management, Proposal development, Donor relations, or Institutional partnership management.
- Proven track record in concept notes 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.

4. 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. Share your profiles to jobs@cbmindia.org.