

CBM INDIA TRUST JOB PROFILE

CBM India Trust is committed to improving the quality of life of people with disabilities. CBM address 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.

Job Title: Officer Proposal Development

Department: Development and Sustainability

Location: Bangalore, Karnataka

Reporting: Head Proposal Hub

Objective: The primary responsibility of this position is to raise funds for CBM India Trust by developing and writing CSR and Grant proposals and preparation of supporting documents in response to solicitations.

Job specification

A) Identify funding prospects

- Identify government, corporate, foundations, grant agencies and other funding opportunities that align with CBM India strategic priorities
- Sound understanding about development processes and development industry
- Conduct prospective research on potential funders.

B) Proposal development

- Create well researched and well written CSR and grant proposals to corporates, corporate foundations, institutional donors and other grant-making organizations.
- Ensure compliance with policies, procedures and guidelines of the funding agencies/ donors
- Liaise and coordinate with the programme and finance team for proposal development including preparing budgets and submitting CSR and grant requests, including letters, proposals, budgets, and presentations.

C) Planning and Timeline

- Maintaining calendar to ensure timely submission of RFPs, letters of inquiry, proposal deadlines, and reports
- Prioritizing proposal writing to keep multiple proposal development moving in a timely manner, meet deadlines and manage supplemental material required for proposal development.
- Ensure timely submission of proposals and pitch decks to front end CSR leads

D) Proposal Quality



- Maintain quality of proposals meeting the CSR and grant expectations.
- Develop components like Executive summary, Theory of change (Problem statement, Goals and objectives, Logframe) Methodology, Budget, Timeline/Gantt Chart, Monitoring and Evaluation and Sustainability

E) Donor engagement and Servicing

- Support in donor meetings with presentations, reports and field data.
- Converse with front end CSR leads and understand donor requirements and interest
- Understand donor interest/budget caps and ensure acceptability of cost allocation
- Prepare pitch deck on proposal precis for pre-approval presentation to donor
- Providing writing support for reporting to major donors and acknowledgements.

F) Grant agreements with donor and partner

- Review grants agreement for any critical clauses, ensure adherence to proposal and budget, and forward to finance team for finalization
- Ensure timely submission of finalized grants agreement to front end CSR leads/donors
- Ensure grants agreement to partners goes timely, and release of funds

Competencies

- Flexibility to varying work demands.
- Ability to work in teams and collaborate with staff at all levels.
- Well organized with the ability to multitask.
- Ability to handle complex issues and problem solving skills.
- Analytical ability and critical thinking skills

Professional experience

- 5 to 7 years' experience in concept development and proposal writing.
- Ability in effective oral and written communication.
- Excellent interpersonal, communication and presentation skill.
- High standards of stewardship and accountability.

Technical knowledge

- In-depth understanding of inclusion, disability and development.
- In-depth understanding of approaches in poverty alleviation, community health, education, livelihood and disaster management
- Good understanding of the National and Global Funding environment
- Good understanding of national donor landscape.
- Willing to travel extensively to project sites and elsewhere.

Minimum Education & Experience

- Post-graduation in social sciences/ Development studies and management.



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- Must have 5 - 7 years of work experience in social sector, of which at least 2 years of experience in proposal development preferably in an International NGO.
- Preferred previous working experience in the disability sector
- Past experience in Grant Acquisition and Management.
- Past experience in CSR and grant writing and proposal development.

The future job holder adheres to CBM India Policies and procedures, commits to CBM's Child Safeguarding Policy and strictly follows the Code of Conduct.

CBM encourages Women and persons with disabilities to explore this important opportunity.

