

CBM India Trust

Position 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.

Position: Regional Manager Corporate Partnerships

Location: North, West, South

Reporting to: Head Corporate Partnerships

Objective:

- To raise funds for CBM development programmes through company, foundation and major donor giving
- Lead and identify resource mobilisation opportunities from agencies, corporate bodies through corporate social responsibilities fund, philanthropic development organisations, embassies, institutions and government.
- Generate resources from appeals, trusts, institutions, corporates foundations, charitable commissions, donors & other associated activities.

Main Tasks

- Assist in the Planning & implementation of the organization's Fund Raising strategy & Programmes in compliance with statutory laws & CBM India Trust strategy
- Assist in the Implementation of Fund-Raising strategy that ensures a consistent flow of income from appeals, donors & other associated activities.
- Lead, identify and maintain contacts on a regular basis with existing and prospective donors.
- Lead and identify resource mobilisation opportunities from agencies, corporate bodies through corporate social responsibilities fund, philanthropic development organisations, embassies, institutions and government.

- Generate resources from appeals, trusts, institutions, corporates foundations, charitable commissions, donors & other associated activities.
- Assessing various project support requirements pertaining to people with disability and the partner organisations, under the thematic focus of health, education, vocational training, livelihood and community based inclusive development/rehabilitation and linking with them the resource mobilization strategy.
- Assessing real life situations, thereby planning and developing proposals/case notes in appropriate formats in full interface with CBM
- program staff and submitting proposals for resource generation in compliance with statutory laws and CBM Country Implementation Plan.
- Assist & monitor implementation of proposals.
- Assessing progress and submission of reports against the achievements of the grant in aid followed by the internal programme monitoring and evaluation specifically the real life changing stories of people with disability.
- Develop and maintain the organization's fundraising database, to ensure that all contacts are current and that appropriate communication & follow-up is done in a timely manner.
- Assist the Fundraising department in its work, in particular the PR/event related activities.
- Regular communication with the line manager on the development of new fundraising concepts/initiatives that could potentially lead to securing additional resources.
- Plan and implement resource mobilisation events for the organisation
- Ensure preparation of reports to the Management that monitors the ongoing effectiveness of resource mobilisation activities.

Professional Profile and Requirements

- Post graduate plus a minimum of 3 years proven work experience in CSR role with a large national / international NGOs
- Proven experience in Corporate Social Responsibility a must.
- Experience in fundraising or grant management in a development context;
- Experience researching, writing, submitting & monitoring funding proposals
- Experience in producing tools such as leaflets, pictures, videos, publications
- Person is willing/able to travel to project locations/other cities for donor meetings, project discussion, PR related events, etc.

Personal Profile

- Ability to develop high quality proposals for submission to donors.
- Strong communication & interpersonal skills and ability to influence donors partners and policy stakeholders.
- Skills in planning and implementing campaigns and events;
- Ability to write concise and accurate progress reports to donors;
- Team player and good communicator with excellent inter-personal skills
- Excellent writing skills in particular in English
- Practical knowledge in basic computer skills (Microsoft word, Excel, PowerPoint and internet);
- Good organisational skills and time management
- Able to work independently, under pressure and to tight deadlines
- Intercultural knowledge and sensitivity to issues of disability
- Working experience with a non-Governmental organisation is a plus
- Knowledge and understanding of key issues in disability and development; desirable
- Knowledge of monitoring and evaluation of project activities; desirable

The future job holder commits to CBM Policies and CBM Child safeguarding Policy.

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

CBM encourages persons with disabilities to explore this important opportunity.