

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.

Job Description

Position: Associate Director Fundraising
Location: Bangalore, India
Reporting to: Chief of Development & Sustainability

Summary: CBM India implements various CSR programs on community-based inclusive health, education, livelihood and environment, with the support of corporate donors in India. Reach out and establish meaningful alliances and relationships with multilateral/bilateral, foundations, corporate and institutions alongside of CBM India networks and alliances for development and sustainability of the organization with grants.

Key Responsibilities

Responsible for building and managing an effective team responsible for developing relationship with corporate companies, multilateral/bilateral, foundations, major donors and institutions and influence them to be more disability inclusive in its functioning, which includes working with their CSR/Grant divisions leadership, increasing awareness on disability inclusion, employee sensitization and attracting CSR/Grant investment of the companies/Foundation for disability inclusion in India.

Direct task – Networking and Fund Raising:

- Nationwide networking and mapping up the potential corporate and institutional fundings from bilateral, multilateral, government, embassies, Foundations etc.
- Influence and build relationships with corporates aligning with their CSR strategy and with our development objectives, enabling corporates to achieve their objectives.
- Employee engagement on disability inclusion, strategic CSR investment for disability inclusion projects and promoting disability inclusive practices among corporates.
- Research, identify and plan approaches to potential donors in the private/public sector, corporates, multilateral/bilateral, foundations, Ultra High net worth individual and /or any other potential segments in alignment with CBM's score approach.
- Prepare a portfolio on key corporate and institutional donors – structure, priorities, trends, funding partners etc. and share these with relevant stakeholders within the organization.
- Follow up and persuade the companies towards disability inclusion project and CSR investments —working with program team, developing proposal and submission and follow up of these proposals to attract more engagement and funding for disability inclusion.
- Build and drive a regional team of Fundraisers in North, South and West and give leadership and train the manpower.

- Represent CBM in different CSR forums, Summits, Social media platforms and Events and be the voice of influence about Disability Inclusion.
- Invest time to meet potential donors and manage key donor relationships, engaging with the donors/potential donors Forecast donor opportunities and maintain a pipeline of potential donor opportunities.
- Raise unrestricted funds from corporates through cross funding initiatives.
- Identify new donors and potential consortium partners through networking and other mediums and build a strong donor database.
- Develop high quality proposals, in coordination and consultation with technical teams, relevant cross functional teams and consultants.
- Draw a robust Proposal Review mechanism before submission of any Project Proposals, Concept Notes, EoI, Letter of Intent as per Donor guidelines. Self-evaluation a must.
- Build and manage executive and management level relationships at corporates (across multiple functions, e.g. HR, volunteering, CSR, Access to Health, supply chain etc).

Donor Engagement:

- Donor engagement during reviews and gather feed backs.
- Conceptualize, support sourcing of panel members and executing events for sourcing and enrolling new donors.
- Represent CBM India in networks and forums relevant to CSR.
- Participate in Project Inception Workshops.
- Liaise with operations team to confirm that all relevant team members are fully briefed on the terms and conditions of donor grant agreements/ contracts, including key deadlines.
- Manage a system for maintaining all contacts, information and deadlines for each grant award. Coordinate process for responding to donor feedback.
- Develop a communications program that will lead to deeper and broadened engagement with current and potential corporate partners and donors.

Administrative Responsibilities:

- Lead the annual Budgeting process for the unit and draw Annual budgetary plans complementing organization strategies.
- Observe and execute plans to be part of various platforms and forums for RFP monitoring, tracking deadlines.
- Review and refine tools and processes to aid proposal development activity in alignment with the corporate requirement.
- Implements systems and processes to maintain seamless database managements, trackers, Internal and external reports.
- Periodic review of KPOs, evaluate performance and take corrective actions for achieving annual business plans.
- Update, analyze and provide periodic feedback on CBM MIS systems.
- Support and mentor the team by drawing growth plans, understand training needs and propose, weed out nonperformance or team.
- Prepare Department presentations for Quarterly board reviews.

Professional Profile and Requirements

- Postgraduate in management or social work plus a minimum of 15-20 years of proven work experience in CSR/Grant Acquisition role with a large national / international NGOs
- Proven experience in Corporate Social Responsibility a must.
- Holder of a good corporate funnel and active working relations with PSUs, Large and Small

Corporates.

- High networking skills to develop and maintain effective working relations with private sector entities, professional associations, senior government officials, foreign government organizations and development partners.
- Work with various departments (Field Ministry, PE Departments, Corporate Team in Marketing and with Cross Sectoral Partnership Teams) in acquiring Bilateral, Multilateral, from Corporate and Foundations Grants.
- Experience in Grant Acquisition and Management.
- Good understanding of the National and Global Funding environment.
- Ability to provide directions and guidance to develop high quality proposals to donors by following the process of researching, writing, submitting & monitoring funding proposals.
- Ability to provide directions and guidance to write concise and accurate progress reports to donors.
- Experience in providing directions to develop and produce visibility aids and tools required for effective execution of fund-raising campaigns or exhibitions
- Person willing to travel to project locations/other cities for donor meetings, project discussion, PR related events, etc.

Personal Profile

- Strong communication & interpersonal skills and ability to influence donors' partners and policy stakeholders.
- Skills in planning and implementing campaigns and events.
- Team player and a good communicator with excellent inter-personal skills
- High level of English proficiency.
- Good IT skills (Microsoft word, Excel, PowerPoint and internet).
- Good organizational skills and practice time management.
- Ability to work independently, under tight deadlines and stressful conditions.
- Intercultural knowledge and sensitivity to issues of disability.
- 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.

