



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 equitable society for all. Our vision is to have an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

Position: Outreach Officer

Location: Bengaluru, Mumbai, Chennai

Department: Retail Fundraising

Reporting to: City Manager

Experience: 3-5 Years

Start Date: Immediate

Objective:

We are seeking a dynamic, proactive, and mission-driven **Outreach Officer** to enable our face-to-face (F2F) fundraisers to engage with potential donors in high-trust, high-traffic venues such as corporate parks, malls, airports, RWAs, metro stations, exhibitions, and other strategic spaces that require formal permissions. This role is key to enhancing the safety, efficiency, and dignity of our fundraising efforts—moving fundraisers off the streets and into trusted environments that encourage donor engagement and foster long-term support for CBM India's programs.

Responsibilities:

1. Venue Acquisition & Permissions

- Identify and acquire permissions for fundraising at potential outreach venues including corporates, gated communities, metro stations, shopping malls, airports, exhibitions, and more.
- Build a robust pipeline of outreach locations using research, referrals, direct walk-ins, and cold calling.
- Prepare and present compelling proposals about CBM India's campaigns to venue management and CSR heads.
- Track and report the permission status across all targeted venues.

2. Outreach Planning & Execution

- Develop and implement city-level outreach strategies aligned with fundraising goals.
- Schedule and manage outreach events, ensuring compliance with organizational guidelines.

- Ensure that every outreach event is well-organized, donor-friendly, and aligned with CBM India's brand and values.

3. Relationship Building & Engagement

- Cultivate long-term partnerships with key decision-makers in corporates, public infrastructure authorities, event organizers, and RWAs.
- Act as a liaison between CBM India and venue stakeholders to build trust and facilitate repeat engagements.
- Leverage existing relationships to seek referrals to other potential venues.

4. Team Collaboration & Capacity Building

- Coordinate closely with City Managers, Outreach Managers, and Fundraising teams to align outreach efforts with broader campaign objectives.
- Guide F2F fundraisers on messaging strategies tailored to each venue.
- Facilitate training and knowledge sharing across outreach staff to build a culture of learning and innovation.

5. Decision-Making Authority

- Independently decide on outreach schedules, event planning, and allocation of fundraisers at venues.
- Recommend cancellation of outreach events if they do not align with campaign or safety standards (with appropriate consultation).
- Approve local expenses for outreach activities within defined limits in consultation with the City and Outreach Managers.

Required Skills & Qualifications

- 3–5 years of experience in **B2B Sales**, CSR outreach, corporate partnerships, or event management.
- Experience in **venue acquisition, outreach coordination**, or fundraising preferred.
- Excellent verbal and written communication skills with the ability to present ideas convincingly.
- Strong networking and interpersonal abilities to engage and build trust with stakeholders.
- Proficient in MS Office, internet research, and social media platforms.
- High motivation to contribute to a cause and passion for social impact work.

Desirable Attributes

- Empathy and understanding of social issues, particularly disability inclusion and human rights.
- Strong planning and organizational capabilities.
- Confidence in public speaking and proposal pitching.
- Ability to work independently, take initiative, and deliver results under pressure



Tools & Travel Requirements

- A two-wheeler (preferred) for city travel and venue visits.
- Willingness to travel locally and occasionally between cities.

Who You'll Work with

Contact Type	Frequency	Purpose
Outreach Manager	Regularly	Strategy input, guidance, approvals
City Manager	Frequently	Event planning, coordination, feedback
Outreach Team	As needed	Knowledge sharing, team execution
External Venues/Corps	Daily	Outreach permission, relationship building

Why Work with CBM India?

- Be part of a **mission-driven organization** impacting lives across India.
- Enjoy **meaningful work** that opens new pathways for ethical and dignified fundraising.
- Collaborate with a **diverse and inclusive team** that values innovation, compassion, and resilience.
- Opportunities for **learning, growth, and national exposure** in India's development sector.

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 & security protocols.

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