# CBM India Trust

## Position Profile

CBM India Trust is committed to improving the quality of life of persons with disabilities and members of other marginalized communities. 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 persons with disabilities enjoy their human rights and achieve their full potential.

**Position: Corporate Partnerships Officer – CSR & Grants Fundraising**
**Location: Bengaluru, Mumbai**
**Reporting to: Associate Director – Fundraising**

### Objective:

The Corporate Partnerships Officer will identify, cultivate, secure, and manage Corporate Social Responsibility (CSR) and corporate partnerships that support CBM India's strategic priorities. The role is responsible for developing new corporate relationships, managing existing partnerships, coordinating proposal development, ensuring excellent donor stewardship, and contributing to the organization's fundraising and resource mobilization objectives. They will leverage CBM India's networks and partnerships to mobilize grants, develop long-term collaborations, and contribute to the organization's sustainable growth.

### Responsibilities:

**1. Corporate Partnerships Development**

- Identify and research prospective corporate donors and CSR opportunities.
- Develop and maintain a robust pipeline of prospective corporate partners.
- Initiate contact and schedule meetings with prospective corporate partners.
- Build and nurture long-term relationships with CSR leaders and corporate decision-makers.
- Represent CBM India at networking events, CSR forums, and business meetings.

**2. Resource Mobilization**

- Achieve annual fundraising targets through CSR and corporate partnerships.
- Develop donor-specific engagement strategies.
- Convert prospective donors into long-term funding partners.
- Explore multi-year funding opportunities.

**3. Proposal Development**

- Coordinate with the Proposal Hub and Program teams to develop high-quality proposals.
- Ensure proposals are aligned with donor priorities and CBM India's strategic objectives.
- Support concept notes development and donor presentations.

**4. Donor Relationship Management**

- Maintain regular engagement with existing corporate partners.
- Ensure timely donor communication and stewardship.
- Organize donor visits, project launches, review meetings, and partnership events.
- Plan and organize employee engagement events, volunteering activities for existing donors and new corporates to develop long-term funding opportunities and individual giving opportunities, including payroll giving, fundraising campaigns for employee participation, and showcase and sell our products made by the communities we work with.
- Secure outreach permissions from corporate offices, tech parks, co-working spaces, and other institutions to engage with employees, showcase our work, and seek donations from them.
- Identify opportunities for grant renewals and funding expansion.

**5. Grant Management**

- Coordinate with the Program, Finance, and IKM teams to ensure timely donor reporting.
- Ensure compliance with donor requirements and grant conditions.
- Monitor project milestones and donor commitments.

**6. Market Intelligence**

- Track CSR trends, corporate giving priorities, ESG developments, and industry opportunities.
- Maintain a database of prospective donors and funding opportunities.
- Benchmark competitor activities and identify strategic opportunities.

**7. Internal Collaboration**

- Work closely with the Program, Finance, Communications, IKM, and Leadership teams.
- Facilitate internal coordination for proposal development and donor servicing.
- Support cross-functional planning and fundraising initiatives.

**8. Reporting & CRM**

- Maintain accurate records of donor interactions and share them for review and record-keeping.
- Prepare monthly pipeline, fundraising, and partnership reports.
- Monitor KPIs and partnership performance.

## Qualifications and Experience:

- Bachelor’s degree in Business, Social Work, Development Studies, Marketing, Communications, or a related field. Master's degree preferred.
- 3–6 years of experience in CSR fundraising, business development, sales, key account management, or corporate partnerships.
- Experience in the development sector is desirable.
- Willingness to travel to project locations and other cities for donor meetings, project discussions, PR-related events, and other official engagements.

**Skills:**

- Strong communication and interpersonal skills, with the ability to influence donors, partners, and key stakeholders.
- Skills in planning and implementing campaigns and events.
- A collaborative team player with excellent communication and interpersonal skills.
- High level of proficiency in English.
- Proficiency in Microsoft Word, Excel, PowerPoint, and internet-based applications.
- Strong organizational and time management skills.
- Ability to work independently under tight deadlines and in demanding situations.
- Intercultural awareness and sensitivity to disability inclusion.
- Willingness to travel extensively, including outstation stays within the southern states of India.

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. Send your resume to jobs@cbmindia.org by September 10th, 2026.**