

JD- CSR Coordinator

Job Title	: Corporate Social Responsibility (CSR) Coordinator
Organization	: India Foundation for Humanistic Development (IFHD)
Location	: Bangalore
Reporting to	: Executive Director-Operations
Direct Team Management of	: 0
Type of Contract	: One Year

India Foundation for Humanistic Development (IFHD) was incorporated as a Section 25 Company on 12th October, 2011 in Bangalore, Karnataka. The India Foundation of Humanistic Development (IFHD) is a not-for-profit foundation guided by humanistic values. IFHD's mission is to contribute to just, free and equitable society in which all people, regardless of gender, caste, ethnicity or other identities, have equal access to opportunities and resources, and actively participate in decision-making processes that determine their lives and their future. By investing in transformative development interventions and collaborating with individuals, civil society organizations, the private sector and the government, IFHD aims to enable social change-in both rural and urban areas. IFHD is committed to the marginalized, and seeks to create lasting improvements in their lives. IFHD trusts in the creativity and agency of people and its core values are quality, cooperation and innovation.

Key Responsibility Areas

- Play a role in the scouting, planning and relationship building with Corporate Social Responsibility (CSR) wings of relevant corporates.
- Take lead and in relevant cases support pitching different ideas and concepts to CSRs
- Promote the visibility of IFHD before internal and external audiences, including building online communities through Web presence, social media and social networking sites
- Act as internal knowledge resource on issue of CSR as it pertains to general information dissemination. Monitor key trends, competitive activity, and other issues of interest to the company
- Maintain and update database of relevant CSR bodies
- Backstopping for office administration

Must Have/Essential Qualification and Experience

- 0-4 years' experience with Public relations/corporate social responsibility/sustainability teams of corporate houses
- Degree/Advanced degree in relevant field
- Demonstrates a keen interest in CSR and Sustainability
- Skilled in writing
- Strong communication and presentation skills along with the ability to interact and communicate with stakeholders (NGOs, corporates, etc.)
- Skilled in maintaining relationships and partnerships with external organizations and with senior executives
- A self-motivated person