



Manager – CSR Projects

Job Description

Youth for Seva is seeking a dynamic and motivated individual to join our team as the Manager to lead projects across domains (Education, Environment, & Livelihood). The ideal candidate will be responsible for developing and overseeing detailed project plans, proposal preparation & presentation, project management, team management, stakeholder (corporates/donors/sponsors, partner NGOs, community members) engagement, timelines, and budgets, etc. This role requires excellent organizational, communication, and interpersonal skills.

Roles & Responsibilities:

Project Proposal Creation & Presentation to Corporate Sponsor

- Create detailed project proposal with activities, timelines, and budgets.
- Presentation / discussions with the corporate sponsor and revise as needed.

Planning and Implementation

- Develop and oversee the implementation/execution of the project with detailed project plans, timelines, and budgets.
- Coordinate with stakeholders, including corporates/donors/sponsors, partner NGOs, community members.
- Ensure adherence to the committed activities, timelines, and budgets throughout the project lifecycle.

Team Management

- Recruit, train, and manage project staff, including project coordinators & field assistants.
- Provide ongoing support and capacity-building to the project team.
- Monitor team performance and ensure alignment with project goals.

Stakeholder Engagement

- Facilitate collaboration between various stakeholders involved in the project.
- Organize regular meetings with stakeholders to ensure alignment and address challenges.

Monitoring and Evaluation

- Develop and utilize tools to track progress and capture data (e.g., activity tracking, attendance sheets, feedback forms).
- Implement baseline and endline evaluations to measure project impact.
- Prepare detailed reports on outputs, outcomes, and impact for donors and stakeholders.

Communication and Reporting

- Maintain clear and effective communication with all stakeholders.
- Present project updates, challenges, and successes during periodic reviews.
- Prepare case studies, success stories, and other documentation for knowledge sharing.

Risk Management

- Identify potential risks to project execution and develop mitigation strategies.
- Ensure compliance with organizational policies and funding requirements.





Qualifications and Skills

Selection Criteria

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Age	30 yrs to 45 yrs
Education	<ul style="list-style-type: none">• Bachelor's degree or Master's degree in Social Work (MSW), Education, Environment or related field.
Experience	<ul style="list-style-type: none">• Minimum 6–7 years of experience in managing Education, Environment or Livelihood related projects.• Proven track record of working with NGOs, government programs
Languages needed	<ul style="list-style-type: none">• Fluency in Kannada, English & Telugu (written and spoken)
Commitment	<ul style="list-style-type: none">• Min. 2 years
Salary and Benefit	<ul style="list-style-type: none">• Rs.5.5 L to Rs.6 L per Annum based on experience and qualifications.• Travel allowance and per diems for field visits.• Opportunity to make a significant impact on the community being served.
Work Timing	9:30 am – 6:00pm, Able to work flexible hours, including evenings and weekends.
Location	Bengaluru
Skills	<ul style="list-style-type: none">• Strong project management skills, including planning, execution, and monitoring.• Excellent communication and interpersonal skills for stakeholder engagement.• Proficiency in data analysis and report writing.• Familiarity with participatory methods and rights-based approaches.• Ability to manage budgets and financial reporting.
Other requirements	<ul style="list-style-type: none">• Min. 2 to 3 years' experience in a managerial position• The person should be ready to travel as the work requires 30–40% field work.• Work timing will be 9.30 AM to 6.00PM

If you are interested, please send your resume to recruitments@youthforseva.org with subject line “Manager – CSR Projects”