



## Manager – CSR Projects – Rural Development

### Job Description

Youth for Seva is seeking a dynamic and motivated individual to join our team as the Manager to lead Rural Development projects. 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	25 yrs to 40 yrs
Education	<ul style="list-style-type: none"><li>• Bachelor's degree or Master's degree in Social Work (MSW), Rural development or related field.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Minimum 5 years of experience in managing Rural development or related projects.</li><li>• Proven track record of working with NGOs, government programs</li></ul>
Languages needed	<ul style="list-style-type: none"><li>• Fluency in Kannada, English &amp; Telugu (written and spoken)</li></ul>
Commitment	<ul style="list-style-type: none"><li>• Min. 2 years</li></ul>
Salary and Benefit	<ul style="list-style-type: none"><li>• Rs.5 L to Rs.5.5 L per Annum based on experience and qualifications.</li><li>• Travel allowance and per diems for field visits.</li><li>• Opportunity to make a significant impact on the community being served.</li></ul>
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"><li>• Strong project management skills, including planning, execution, and monitoring.</li><li>• Excellent communication and interpersonal skills for stakeholder engagement.</li><li>• Proficiency in data analysis and report writing.</li><li>• Familiarity with participatory methods and rights-based approaches.</li><li>• Ability to manage budgets and financial reporting.</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• Min. 2 to 3 years' experience in a managerial position</li><li>• The person should be ready to travel as the work requires 30-40% field work.</li><li>• Work timing will be 9.30 AM to 6.00PM</li></ul>

If you are interested, please send your resume to [recruitments@youthforseva.org](mailto:recruitments@youthforseva.org) with subject line "Manager - Rural Development"