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Associate Manager - CSR Projects

Hyderabad

Job Description

We at **YFS Hyderabad** are looking for a passionate person who has a strong network driven mindset with at least **5-6 years of work experience**. Preferably in the corporate or social sector to manage the corporate projects and volunteering across programs in Hyderabad.

Roles & Responsibilities:

- **Corporate Engagement:** Build relationships with corporates and proactively engage with the POCs while maintaining positive, long term relationships along with promoting relevant YFS programs.
- **Project Development & Planning:** Develop and plan projects aligned with YFS vision, including budget, logistics, manpower, and timelines.
- **Corporate Volunteering:** Plan and facilitate meaningful corporate volunteering opportunities and engagement.
- **Team Management:** Lead project teams and ensure effective execution.
- **Project Ownership:** Take end-to-end ownership of project execution and outcomes.
- **KRA & KPI Management:** Set clear KRAs, track KPIs, and drive project success.
- **Monitoring & Reporting:** Monitor progress and ensure timely reports and stakeholder communication.

Qualifications and Skills

Selection Criteria

- Candidates should ideally be Graduates in either **BSW** or **MSW** or any other relevant programs with minimum **5 to 6 years of experience** in CSR, project management, social sector programs, or related fields, along with a strong passion for social impact.
- Proficiency in English, Telugu, and Hindi is required. The candidate should possess strong project management, communication, presentation, event coordination, and interpersonal skills, with proficiency in MS Office and digital tools.
- Willingness to travel extensively (around 60% fieldwork) and work flexible hours, including evenings and weekends, is essential.



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Education	BSW or MSW or Any Other Relevant Degree
Experience	● Minimum 5 Years of experience in CSR and Project Management is required. ● NGO or non-profit sector experience is preferred.
Languages needed	English, Telugu, Hindi.
Work Timing	9:30AM to 6:00 PM - Monday to Friday 9:30AM to 1:30PM - Saturdays (Should be open to work in flexible working hours)
Location	Hyderabad
Skills Required	● Project management: Overseeing projects from planning to execution ● Microsoft Office: Proficiency in Word, Excel, and PowerPoint. ● Digital literacy: Effective use of internet and email ● Communication: Strong oral and written skills in English ● Interpersonal skills: Ability to interact with new people. ● Event organization: Planning and executing events ● Presentation skills: Delivering engaging presentations. ● The person should be ready to travel as the work requires 60% field work.
Other Requirements	● Passionate about Social Sector ● Interest to learn and grow.

If you are interested, please send your resume to recruitments@youthforseva.org with the subject line "Your Name_Applying for the Role of Associate Manager_CSR Projects" OR apply through our Youth For Seva Careers Page.