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Associate Manager - Corporate Volunteering

Mumbai

Job Description

We are looking for an **Associate Manager** to lead Corporate Volunteering events and support CSR projects in Mumbai, with a strong focus on client coordination, social impact, and project execution.

Roles & Responsibilities:

- Plan, coordinate, and monitor Corporate Volunteering events, ensuring alignment with beneficiary needs and corporate requirements.
- Conduct need assessments and develop/pitch CSR projects to prospective corporate clients.
- Prepare proposals, presentations, reports, dashboards, and impact documentation for corporate stakeholders.
- Build and manage collaborations with corporates, NGOs, and institutions.
- Manage end-to-end event execution, volunteer coordination, and stakeholder communication.
- Coordinate with the social media team to create social media content, including posts, videos, and impact stories, to showcase volunteering initiatives.
- Track volunteers, donations, project progress, and impact metrics using Excel/Google Sheets.
- Ensure timely and accurate reporting and documentation of projects and events.
- Take responsibility for team handling and coordination as the Mumbai team expands.

Qualifications and Skills

Selection Criteria

- Minimum **7+ years** of experience.
- Strong project coordination and event management skills.
- Stakeholder coordination and openness to travel and work on-field.
- Strong proposal writing and pitching skills.
- Ability to work with corporates, NGOs, and diverse stakeholders.
- Good understanding of CSR and social impact initiatives.
- Strong reporting, documentation, and analytical skills.
- Proficiency in Excel/Google Sheets and presentation tools.
- Empathetic, responsible, and committed to social impact.



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Education	BSW or MSW or Any Other Relevant Degree
Experience	• 7+ years of experience in environmental projects. • NGO or non-profit sector experience is preferred.
Languages needed	English, Hindi.
Location	Mumbai
Skills Required	• Track and Monitor the Corporate volunteering events to ensure they are being conducted based on the need of the beneficiaries as per corporate requirement. • Proposal writing / Pitching for new clients. • Collaboration with corporates, NGOs, and institutions • Strong coordination and event management skills • Good verbal and written communication skills • Commitment to social impact initiatives • Responsible reporting and documentation • Should be able to do team handling (when the team expands in Mumbai) • Openness to travel as the work requires 60% field work.
Other Requirements	• Passionate about Social Sector • Interest to learn and grow. • Open to working on weekends.

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 - Corporate Volunteering” OR apply through our Youth For Seva Careers Page.