

## Corporate Social Responsibility Consultant

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Company: Avad India CSR Advisory Services LLP

Location: gurgaon

Category: other-general

### Company Description

Avad India CSR Advisory Services LLP is a CSR consulting firm located in Gurugram. The company specializes in end-to-end CSR management and helps businesses plan, design, and deliver their CSR initiatives strategically. Avad India believes that companies can address socio-economic issues and enhance their brand image and growth by integrating social issues into their business operations.

### Role Description

We are a 5 year old Corporate Social Responsibility (CSR) consulting start-up and we are looking for a person who will be responsible for heading our end to end operations, which includes managing client and NGO relationships, developing project strategy, preparing detailed project plan, finding right implementing partner, ensuring the successful delivery of CSR initiatives, monitoring and reporting of social development projects as per the decided-upon timeline, objectives and scope, etc.. The person will also be responsible for leading and managing teams and ensuring high-quality consulting services for clients. The person would be responsible for managing the business and team in India and would directly report to the Founder and gain end to end knowledge of CSR.

Some of the responsibilities will be:

1. Stakeholder Management - Meeting / presenting to senior management of corporates, liaising with government officials and NGO management.

2. Leading and managing the team.
3. Ideation and creating strategic project detailed plan.
4. Shortlisting NGO partners and detailed Due-diligence of NGO partners.
5. Conducting monitoring visits to projects and conducting interviews, surveys, etc. to shortlist findings.
6. Creating monitoring tools and report for clients.
7. Any other task required to plan, implement or monitor CSR projects.
8. Ensuring exceptional service delivery to clients.
9. Taking interviews of the team members to be hired.

#### Qualifications

- Excellent communication and interpersonal skills
- Strong organizational and project management skills
- Experience in CSR consulting, sustainability, or related field
- Ambitious and self-motivated individual with strong Entrepreneurial mindset.
- Good listening and interpretation skills.
- Bachelor's degree or advanced degree in social development or related field.

#### Other Details

1. This is a work from office role from Gurugram.
2. Flexibility is offered in terms of timings and approx. 40 work from home days can be availed in a year (01 day wfh per week).
3. Profile will involve occasional travel to onsite locations including outstation travel.

CTC Offered – INR 4.5 lacs per annum

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