

MAHARASHTRA EDUCATION SOCIETY

Pune · Established 1860

JOB DESCRIPTION

CSR Lead — CSR & Resource Mobilisation Cell

CSR Strategy | Institutional Fundraising | Corporate Partnerships | Compliance

Position Details

Designation	CSR Lead — CSR & Resource Mobilisation Cell
Organisation	Maharashtra Education Society (MES), Pune (Est. 1860)
Department / Function	CSR Strategy Institutional Fundraising Corporate Partnerships Compliance
Reporting to	CEO, MES / CSR Cell oversight by the Board of Governors
Location	Pune (with travel across MES institutions and donor meetings)
Experience	6–10 years in CSR, institutional fundraising or corporate partnerships (education / social sector preferred)
CTC	As per experience and MES norms

Role Summary

To build and lead MES's CSR and resource mobilisation function — converting the Society's school and infrastructure projects into funded, compliant, measurable CSR partnerships. The CSR Lead owns the full cycle from corporate and foundation outreach, proposal development and donor engagement through to statutory compliance, credibility certification and impact reporting, strengthening MES's standing as a credible recipient of corporate CSR capital.

Key Responsibilities

1. Corporate & Foundation Outreach

- Identify and reach out to corporates, CPSEs, foundations and HNIs across sectors
- Schedule and conduct partnership meetings; build and manage the donor pipeline
- Convert outreach into funded CSR commitments aligned to MES projects

2. Proposal & Resource Mobilisation

- Develop and submit CSR proposals, concept notes and pitch decks tailored to each donor
- Map projects to the correct Schedule VII clause and demonstrate measurable impact
- Maintain a proposal tracker with full conversion-funnel visibility
- Follow up for closure, MoU signing and fund disbursement

3. Statutory Compliance & Credibility

- Maintain MES's CSR compliance: Schedule VII, CSR-1, 12A / 80G, NITI Aayog Darpan, FCRA, Form 10B, MCA registration
- Drive credibility certifications — GuideStar India, Credibility Alliance, IRR rating, Social Stock Exchange (SSE)
- Ensure every proposal and financial document is internally consistent and audit-ready

4. Project & Donor Stewardship

- Coordinate with MES institutions to align proposals with on-ground project budgets and timelines

- Manage donor relationships through regular updates, utilisation reports and impact communication
- Prepare leadership for donor meetings, site visits and presentations

5. Events & Institutional Positioning

- Lead end-to-end execution of CSR conclaves, donor visits and partner events
- Ensure timeline adherence, zero operational escalations and smooth guest coordination
- Strengthen MES's brand positioning across corporate and philanthropic forums

6. MIS, Reporting & Process

- Maintain real-time MIS across outreach, proposals and funded projects
- Generate monthly reports with KPIs and conversion metrics
- Build and improve trackers, templates and a repository of concept notes, case studies and impact data

7. Stakeholder & Relationship Management

- Manage relationships with CSR heads, HR leaders, foundation and government stakeholders
- Ensure consistent engagement and follow-ups
- Represent MES at industry chambers, CSR summits and credibility forums

Key Performance Indicators

Responsibility	Target
Corporate / foundation outreach	25–30 / month across sectors
Meetings held	30–40% of outreach converted to meetings
Active partnership pipeline	5–7 active prospects / month
CSR proposals submitted	8–12 / month
Proposal-to-funding conversion	≥ 20–30%
Proposal tracker accuracy	100% tracked, audit-ready
Statutory & credibility compliance	100% registrations current; certifications progressed
Donor stewardship	Utilisation / impact reports on 100% of funded projects
Events executed	On time, zero operational escalations
MIS & monthly reporting	100% real-time tracking and timely reports
Active stakeholder relationships	5–10, with ≥ 5 touchpoints / month each

Eligibility & Qualifications

Education

- Postgraduate in Social Work, Management, Development, CSR / Sustainability or a related field; a PhD / specialisation in CSR is an advantage

Experience

- 6–10 years in CSR, institutional fundraising or corporate partnerships, preferably in the education or social sector
- Demonstrated record of raising CSR / grant funds and managing donor relationships

Skills & Knowledge

- Strong command of CSR statutory compliance (Schedule VII, CSR-1, 80G / 12A, FCRA, SSE) and credibility frameworks
- Excellent proposal writing, pitch-deck development and presentation skills
- Relationship management with corporate CSR heads, foundations and government bodies
- MIS, tracker and reporting discipline; attention to financial and data consistency
- Self-driven, mobile, and comfortable owning targets end to end