

## Job Description

<b>Role Title: Program Officer - Sustainability</b>	<b>Location: Hyderabad, Telangana</b>
<b>Reporting To: Head - Sustainability</b>	<b>Core / Field: Core</b>

### ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

The Program Officer – Sustainability will play a key role in strengthening C3's resource mobilization efforts, particularly through Indian corporate and CSR partnerships. Working closely with the Head – Sustainability, the role focuses on developing a targeted fundraising pipeline for high-impact projects, cultivating relationships with corporate stakeholders, and creating compelling funding proposals. This position demands a strategic thinker with strong communication skills, deep understanding of the CSR landscape, and the ability to build long-term partnerships that align with C3's mission of empowering women and girls. Based in Hyderabad, the Program Officer will also serve as a regional representative, expanding C3's presence and partnerships in southern India.

### KEY ROLES & RESPONSIBILITIES:

- Support the development of a 1–3 year fundraising pipeline in line with C3's strategic priorities, with a specific focus on Hyderabad and the southern region of India.
- Work closely with the Head – Sustainability to identify and cultivate partnerships with Indian corporations, CSR departments, and philanthropic foundations aligned with C3's mission and projects.
- Represent C3 in relevant networking forums, CSR events, and donor meetings across Hyderabad and nearby cities.
- Draft compelling concept notes, proposals, and customized presentations to secure CSR and philanthropic support for C3's initiatives.
- Maintain updated donor databases and engagement trackers, ensuring timely follow-ups and relationship nurturing with CSR leads, corporate heads, and key stakeholders.

- Coordinate with Program and Knowledge Management teams to respond to donor reporting needs, including progress updates and impact narratives.
- Contribute to internal knowledge sharing on fundraising opportunities emerging in the Hyderabad region and southern CSR landscape.

*Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.*

#### **Required Qualifications & Skills:**

- Postgraduate degree in Business Administration, Development Studies, or related fields.
- 5-7 years of experience in fundraising, partnership development, or CSR engagement, preferably in the development or non-profit sector.
- Strong understanding of India's CSR ecosystem, particularly the corporate and philanthropic landscape in Hyderabad and the southern region.
- Proven ability to write winning proposals and donor communications tailored to CSR audiences.
- Confident public speaker with strong interpersonal and networking skills.
- A self-starter who can thrive in a fast-paced, results-driven environment, while coordinating with remote teams
- Prior experience working with a national NGO or CSR foundation in Hyderabad is an added advantage
- Fluency in English and Telugu (preferred )
- Familiarity with issues related to gender equality, adolescent empowerment, or health and livelihoods

#### **OTHER DETAILS:**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **January 31, 2026**
- Please send your latest CV, with a covering letter at link provided.  
**Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-013>**
- The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

*C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.*