

Job Description: CSR Proposal Writer & Monitoring & Evaluation (M&E) Specialist

Position: CSR Proposal Writer & M&E Specialist

Experience : 3–5 years in CSR proposal writing and monitoring & evaluation

Location: Bangalore (WFO) with travel across India.

Employment Type: Full-time

Start Date: Immediate

About SELCO

SELCO works at the intersection of **Decentralised Renewable Energy (DRE), livelihoods, and social equity**, enabling underserved communities and enterprises to access sustainable energy solutions that improve incomes and quality of life. Through deep field engagement, ecosystem building, and institutional partnerships, SELCO demonstrates scalable models that link energy access to economic development.

Role Overview

We are seeking a dynamic professional with expertise in Corporate Social Responsibility (CSR) proposal writing and Monitoring & Evaluation (M&E). The ideal candidate will be responsible for developing impactful CSR proposals, managing donor communications, and ensuring effective monitoring and evaluation of projects to measure outcomes and impact.

Key Responsibilities

- **Proposal Writing & CSR Strategy**
 - Draft, edit, and submit CSR proposals aligned with organizational goals and donor requirements.
 - Research CSR trends, funding opportunities, and corporate partnerships.
 - Collaborate with internal teams to design innovative CSR initiatives.
- **Monitoring & Evaluation (M&E)**
 - Develop and implement M&E frameworks, indicators, and tools for CSR projects.
 - Collect, analyze, and interpret project data to assess effectiveness and impact.
 - Prepare periodic reports, dashboards, and presentations for stakeholders.
- **Stakeholder Engagement**
 - Liaise with corporate partners, donors, and NGOs to ensure alignment of CSR objectives.
 - Support in organizing CSR-related events, workshops, and awareness campaigns.
- **Documentation & Reporting**
 - Maintain accurate records of CSR activities, proposals, and project outcomes.

- Ensure compliance with CSR regulations and reporting standards.

Qualifications & Skills

- Bachelor's/Master's degree in Social Work, Development Studies, Business Administration, or related field.
- 3–5 years of proven experience in CSR proposal writing and M&E.
- Strong analytical and research skills with proficiency in data analysis tools.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively with cross-functional teams.
- Knowledge of CSR laws, guidelines, and reporting frameworks in India.

Application Process:

If you are passionate for sustainable development and have a track record of driving change, we invite you to join our journey. To apply, send your application to jobs@selco-india.com