



JOB DESCRIPTION

CSR -Associate / Senior Associate

About the Institute:

We are pioneers in comprehensive cancer care from prevention to palliation, offering ethical and state-of-the-art multi-modality treatment.

Cancer Institute (WIA) is a charitable institution founded by Dr. Muthulakshmi Reddy and nurtured by Dr. S. Krishnamurthi and Dr. V. Shanta. It has traversed an eventful journey of more than 71 years. Since its inception in 1954, the institute has witnessed a steady growth; from a cottage hospital of 12 beds to a comprehensive cancer center with over 675 patient care beds, a research division, a college of oncological sciences with teaching programs in medical & para-medical fields, a preventive oncology division actively involved in cancer screening programs across the State & palliative care services.

Role: CSR Associate/Sr Associate

Growth: Succession Role

Experience: 3 to 7 Years of hands-on experience in Charitable Health care sector or other non-for-profit or charitable and non-Governmental Institution

Qualification, Location & Linguistic proficiency:

Graduation or Masters in Social Work or Equivalent. Adyar, Chennai, Tamil Nadu. Should be fluent in Tamizh & English. Telegu & Hindi would be an advantage.

Key Responsibilities:

Donor Mgmt

Streamline Manage existing donor database

Effectively create and manage various donor touch points

Responsible for events, meetings & presentation for touchpoints with donors

Co-ordinate for Media & Communication Coverage of all the Donor Related events.

Make necessary visits to meet various donors time-to-time

Fund Raising

Identify various fund-raising avenues with various corporates, syndicates & individuals.

Streamline the pitch deck to suite various requirements of CI & the Donor Company

Collect & prioritize the internal the fund requirements.

Enhance fund requirements for Patient Care, Equipment, Infra, Consumable, License etc.,

Indication on direct & indirect funding requirement form Inside-Out approach

Overseas Fund-Raising

Compliance & Others

Ensure compliance with laws, regulations, and accreditation standards.

Maintain accurate records and reports.

Oversee audit and compliance activities time to time with various donors other regulatory time to time.

Collaborate with relevant departments or committees to provide or prepare necessary arti-facts.

Opportunities:

The incumbent should be able to deal with change management & introduce the next practices. Should be able to carve out sustainable process from an ambiguous process.

Reporting Structure:



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