

Udyogini was established in 1992 to implement Women's Enterprise Management Training Outreach Program (WEMTOP), a project of the Economic Development Institute of World Bank. It's an organisation dedicated to empowering poor women by building their entrepreneurship skills and fostering gender equality by improving socio economic status of women to enable them to participate in decision making in domestic and public spheres. Udyogini aspires to impact 100,000 producers directly by 2025 and has emerged as a leading NGO working to provide customized "Business Development Services" for poor women in Rajasthan, Madhya Pradesh, Chhattisgarh, Jharkhand, Uttarakhand and Uttar Pradesh through working on some selected potential product value chains like Lac, Poultry, Goat and high value agricultural crops.

You can know more about us at www.udyogini.org

Udyogini is seeking to hire **Associate- CSR and Research** to support raising funds for its programs and doing secondary research for building proposals and adding knowledge products to ongoing Projects.

Place of Posting: Delhi

Job Responsibility:

Partnership with Donor and Investor (60% time)

- Create a list of CSR Donors working in Udyogini States of Operation and domain areas. Do a thorough secondary research to understand if they can be potential support partner in our work, arrange appointments and meetings for discussing the future partnership along with CEO and COO.
- Initiate communication with selected donors by contacting them to understand their perspective.
- Help in preparing draft concept note and draft proposal based on the discussion with the donor.
- Help in preparation of strategic plan and business plan of Udyogini
- To develop winning research proposals in response to tenders
- To conceptualize and design detailed research proposals as per the RFP
- To prepare Power-point Presentations and present before donors

Research(40%)

- To conduct secondary research as background material for writing proposals
- Secondary and primary research (as required) for creating knowledge products, SOP's, status papers, articles etc. for Projects that Udyogini is involved in
- Developing concept / guidance notes on various thematic areas in focal sectors of Agriculture, Rural Development and other Strategic Socio-economic Development sectors.
- Writing grant proposals for sourcing funds from various multilateral, bilateral and other agencies
- Undertaking Data Analysis & Report Writing on various socio-economic studies based on the primary & secondary data/information

Desired Qualifications, Skills and Competencies

- Master's degree in Social Work/ Social Sciences with minimum 5years of experience
- Self-motivated, quick learner, decision maker & passionate for innovative ideas and actions.
- Excellent written and oral communication skills in English and Hindi and good negotiation skills.

- Good thematic, analytical and networking skills.
- Willing to undertake field visits and interact with donors.
- Adequate computer skills: MS Office (Word, Excel, Power point)

Interested candidate may send their detailed CV to: mail@udyogini.org Please mention the exact Position in the subject line.

Please **also send** the following information along with your application.

- Current remuneration
- Expected remuneration
- Notice Period
- Current Location

Last Date of Receipt of Applications: **12th November 2019**