

## Assistant Manager – Strategic Initiatives

### Company Profile:

Samhita collaborates with companies to develop impactful corporate social responsibility (CSR) initiatives. We shape strategies, design programs, facilitate implementation, and assess the impact of projects. We also work with foundations and donor agencies to bring multiple stakeholders together to address critical social issues collectively and on a large scale.

Our core technology platform, [Samhita GoodCSR](#), revolutionizes the execution and monitoring of social sector projects. GoodCSR has been developed in collaboration with [Collective Good Foundation](#) (CGF) and is supported by the Bill & Melinda Gates Foundation and the Tata Trusts.

We also work closely with CGF to provide comprehensive project management solutions in sectors such as healthcare, education, Water, Sanitation & Hygiene (WASH), and women's empowerment.

Samhita is looking for an Assistant Manager who will be responsible for the following activities:

### Job Description:

- A. Client Outreach and Market Analysis
  - 1. Conduct background research and analysis on client industries and/or problems
  - 2. Identify and conduct outreach to customers / donors (directly / indirectly) to explore potential business opportunities
  - 3. Identify, evaluate and track opportunities for customer outreach like events, conferences and seminars. Also participate in such forums as and when required
- B. Client Engagement
  - 1. Support development of impactful project proposals for CSR projects for corporates & donor organisations
  - 2. Lead proposal development process by engaging with Consulting, Innovation, Implementation and Senior Management team
  - 3. Conduct market research and document best practices, specialized solutions, and integrate them while developing impactful proposals
  - 4. Act as a liaison between the operational teams and key client contacts
- C. Development and Capacity Building
  - 1. Support NGO on boarding on Samhita's database and technology platform
  - 2. Negotiate and contract NGOs and implementing partners
  - 3. Support development of processes and templates to improve team's efficiency and efficacy

### Skills required:

- 1. Pursuing Graduation or Post Graduation in communications/marketing or equivalent
- 2. Excellent oral and written communications skills in English; proficiency in other languages is an advantage
- 3. A balance of creative and analytical thinking

If you would like to take up this challenge, then kindly send your resume to [careers@samhita.org](mailto:careers@samhita.org)