

Startup Incubation & Innovation Centre, IIT Kanpur

Job Title	Head – Corporate Social Responsibility (CSR)		
Job Code	SIIC-HEAD-CSR		
Reports to	CEO/COO	Location	Noida (Uttar Pradesh)
Responsibilities	• Develop and implement a comprehensive CSR strategy aligned with the company’s vision, mission, and ESG goals. • Identify focus areas such as education, healthcare, environment, women empowerment, and rural development. • Design and manage CSR projects that deliver measurable social impact. • Collaborate with NGOs, government bodies, and local communities for project execution. • Establish metrics and reporting systems to evaluate CSR project outcomes and ROI. • Prepare periodic CSR performance reports for management and statutory disclosures. • Build strong partnerships with CSR implementation agencies, social enterprises, and community stakeholders. • Engage internal teams and promote employee volunteering programs. • Manage CSR budgets, allocations, and spending in line with board-approved plans. • Ensure adherence to CSR policies, legal compliance, and sustainability standards. • Oversee internal and external communication of CSR initiatives through annual reports, media, and digital platforms. • Represent the company in CSR forums and sustainability networks.		
Eligibility	• Master’s degree in Social Work, Sustainability, Development Studies, or related field. • 10+ years of relevant experience in CSR, sustainability, or corporate affairs (preferably with at least 3–5 years in a leadership role). • Experience in managing multi-location projects and working with government/NGO partners.		
Desirable	• Strong understanding of CSR laws, ESG frameworks, and sustainability principles. • Proven experience in CSR strategy, community development, or NGO partnerships. • Excellent communication, presentation, and stakeholder management skills. • Analytical mindset with ability to measure social impact. • Leadership qualities and ability to drive cross-functional initiatives.		
Travel	• As and when required, across the country for project monitoring and execution as well as for coordination with geographically distributed teams.		
Communication	Apply now: https://forms.gle/pfYKsKjimmuLdyrp7 Note: Without job code applications won’t be accepted		