

## **Corporate Social Responsibility (CSR) Team - Job Description**

**Position Title:** *CSR Coordinator*

**Department:** *Fundraising Committee, ResQ Global Foundation*

**Reports To:** *Fundraising Committee Director(s) & Associate Director(s)*

### **Role Summary:**

The Corporate Social Responsibility (CSR) Coordinator will be responsible for building partnerships with businesses to support ResQ Global Foundation's mission. This role includes securing corporate donations, establishing MOUs with companies, and developing employee engagement initiatives. The coordinator will work closely with companies to tailor CSR programs that meet their goals while supporting the foundation's work in environmental and animal welfare.

### **Key Responsibilities:**

- Develop and maintain corporate partnerships to secure donations, sponsorships, and in-kind support.
- Create and implement Corporate Social Responsibility strategies that align with corporate and organizational goals.
- Negotiate MOUs and other agreements with corporate partners.
- Assist corporate partners in developing CSR programs and employee engagement activities.
- Maintain communication with corporate donors, providing recognition and updates on the impact of their contributions.
- Organize corporate-sponsored events to enhance corporate engagement in foundation programs.

### **Requirements:**

- Majors in Public Relations, Economics, Management, Operations Research, or other applicable Business-related fields.
- Prior experience in corporate partnerships, sales, or nonprofit fundraising is preferred.
- Strong negotiation and communication skills.
- Familiarity with CSR practices and principles.
- Maximum-level proficiency in English.