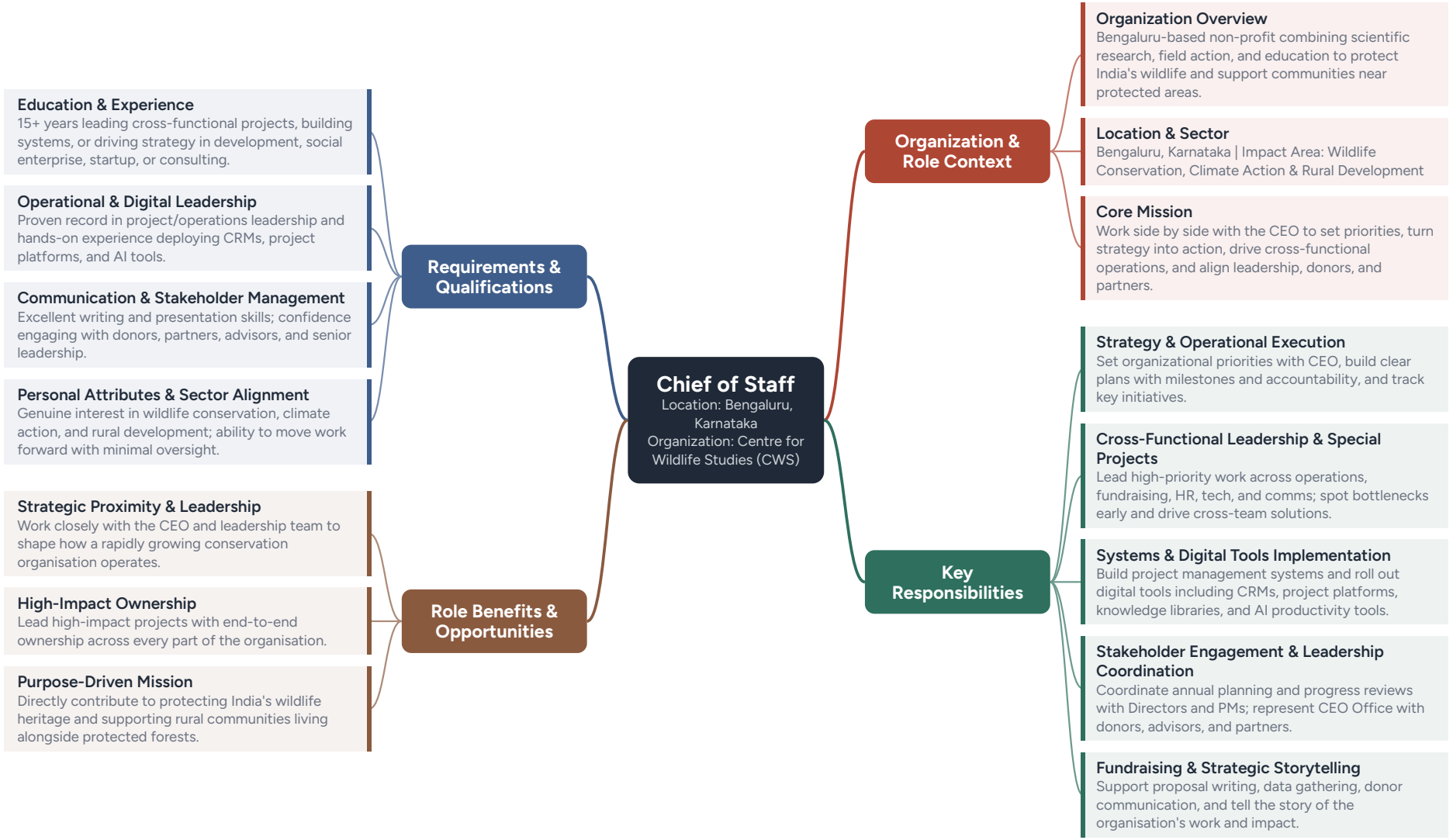
Centre for Wildlife Studies

Chief of Staff in Bengaluru | Centre for Wildlife Studies

Bengaluru, Karnataka · full-time · lead level · Competitive

Application Assist →

View on aikyamjobs.org



Skills this role needs

Strategic execution	Systems building	Cross-functional project management	CRM and project management tools	Donor and stakeholder engagement

Job description

Centre for Wildlife Studies

Centre for Wildlife Studies is a nonprofit based in Bengaluru that works to protect India's wildlife and the forests they live in. It combines careful scientific research with action on the ground and education for children and communities living near protected areas. It also supports families who live alongside wild animals, so that people and wildlife can share the land more safely. The organisation is growing quickly, and its work connects wildlife conservation with climate action and rural development. This role sits within Centre for Wildlife Studies' CEO Office, which works with the leadership team to set priorities and turn them into action.

Role

As Chief of Staff, you will work side by side with the Chief Executive Officer to turn plans into action across the whole organisation. You will spot gaps early, build simple systems that help teams work well together, and own important projects from start to finish. You will also be the link between the CEO, the leadership team, and donors and partners, making sure everyone is clear on priorities and that agreed work gets done. The role reports to the CEO and starts immediately.

Responsibilities

- Partner with the CEO to set organisational priorities, and make sure they are clearly shared and carried out across teams.
- Turn strategy into clear plans with owners, milestones and accountability, and track progress on key initiatives.
- Lead high-priority work across operations, fundraising, HR, technology and communications, keeping teams aligned and on schedule.
- Spot gaps, bottlenecks and opportunities early, and design and drive solutions from start to finish, including special projects that span several teams.
- Build systems for project management, decision tracking and internal communication, and introduce tools such as CRMs, project management platforms, knowledge libraries and AI productivity tools that every team uses.
- Coordinate leadership processes such as annual planning, progress reviews and clearing cross-team blocks, working with the CEO, Directors and Program Managers.
- Represent the CEO Office in meetings with donors, advisors, partners and senior stakeholders, and follow through on what is agreed.
- Support fundraising through proposal writing, data gathering and donor communication, and help tell the story of the organisation's work and impact.

Requirements

- 15+ years of experience in a development sector organisation leading cross-functional projects, building systems or driving strategy in a growing organisation, with social enterprise, startup, consulting or climate and sustainability experience preferred.
- Strong project and operations leadership, with a record of bringing structure and accountability to complex settings and moving work forward with little oversight.
- Hands-on experience setting up and running digital systems such as CRMs, project management platforms and knowledge management tools, and comfort trying out AI tools to improve how work gets done.
- Excellent communication skills, including writing, running meetings and presenting to senior leaders.
- Confidence working with donors, partners, advisors and senior stakeholders, and with diverse teams while handling several priorities at once.

- A real interest in wildlife conservation, climate action and rural development.

Benefits

- Work closely with the CEO and leadership team and shape how a growing conservation organisation runs.
- Lead high-impact projects with real ownership across every part of the organisation.
- Help protect India's wildlife and support the communities that live alongside it.

Apply

Check your fit for the role and receive the apply link in your mailbox

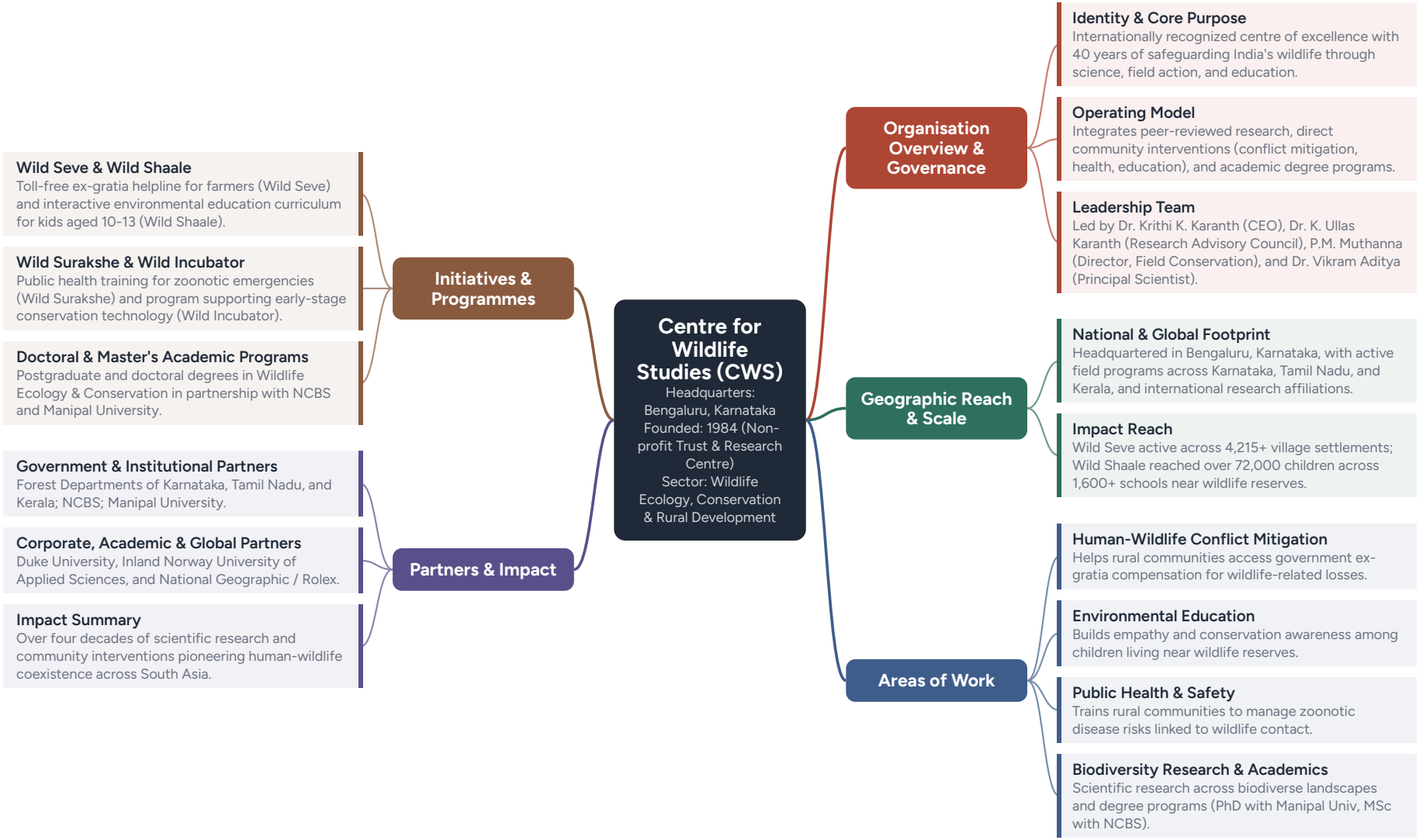
Follow our WhatsApp Channel to get notified about the latest jobs.

About the organisation

Centre for Wildlife Studies

Wildlife Conservation / Research, Policy and Environmental Education

cwsindia.org ↗
More on aikyamjobs.org



About Centre for Wildlife Studies

Centre for Wildlife Studies is an internationally recognised centre of excellence in wildlife research, conservation, policy, and education, with 40 years of work safeguarding India's wildlife heritage. CWS combines scientific research with field based conservation interventions and community engagement, working across biodiversity research, human-wildlife conflict mitigation, public health, and environmental education. The organisation also runs academic programs, including a PhD in Wildlife Ecology and Conservation with Manipal University and a Master's Degree Program in Wildlife Biology and Conservation at the National Centre for Biological Sciences (NCBS), founded by Dr. K. Ullas Karanth.

> *Headquaters: Bengaluru, Karnataka, India (37/5, Yellappa Chetty Layout, Ulsoor Road)*

Major Areas of Work

- Human-Wildlife Conflict Mitigation: Helping communities access government compensation for wildlife related losses.
- Environmental Education: Building empathy and conservation awareness among children living near wildlife reserves.
- Public Health and Safety: Training rural communities to manage zoonotic disease risks linked to wildlife contact.
- Biodiversity Research: Scientific research across some of India's most biodiverse landscapes.
- Nature Based Tourism and Infrastructure: Research on sustainable tourism and wildlife corridor connectivity.
- Academics: Doctoral, Master's, and study abroad programs in wildlife ecology and conservation.

Major Initiatives & Programmes

- Wild Seve: A toll-free helpline launched in 2015 that helps farmers file for government ex-gratia compensation after human-wildlife conflict incidents, active across village settlements in Karnataka, Tamil Nadu, and Kerala.
- Wild Shaale: An environmental education curriculum for children aged 10 to 13 living near wildlife reserves, using storytelling, art, and games to build conservation awareness.
- Wild Surakshe: A public health and safety training program helping rural communities manage zoonotic disease risk and wildlife related emergencies.
- Wild Incubator: A program supporting early stage conservation ideas and technology.
- Doctoral and Master's Programs: Run in partnership with Manipal University and NCBS, training the next generation of wildlife scientists.

Impact

Wild Seve has supported people across more than 4,215 village settlements affected by human-wildlife conflict since 2015. Wild Shaale has reached over 72,000 children across more than 1,600 schools near wildlife reserves. CWS is led by CEO Dr. Krithi K. Karanth, recognised as National Geographic's 2026 Rolex Explorer of the Year for her work on human-wildlife coexistence.

Leadership Team

- Dr. Krithi K. Karanth - Chief Executive Officer
- Dr. K. Ullas Karanth - Research Advisory Council
- P.M. Muthanna - Director, Field Conservation
- Dr. Vikram Aditya - Principal Scientist and Faculty

Partners

CWS collaborates with government forest departments across Karnataka, Tamil Nadu, and Kerala, Manipal University, the National Centre for Biological Sciences (NCBS), Duke University, and Inland Norway University of Applied Sciences.

CWS suits people who want to combine hard science with field level conservation impact, since its model spans peer reviewed research, direct community intervention, and policy engagement. It appeals to people motivated by measurable conservation outcomes, human-wildlife coexistence work, or environmental education, and to those drawn to a globally recognised, four decade old institution with strong academic partnerships and a leadership team active in international conservation science.

Interested? Application Assist → · Full listing: https://aikyamjobs.org/jobs/chief-of-staff-in-bengaluru-centre-for-wildlife-studies