

**Position: Programme Manager** (full time, 6 months' probation period)

**Location:** Mumbai (Position Open for Local Candidates only)

**Starting date:** Immediately

**Experience:** 5 years

**About Dignity Foundation:**

Dignity Foundation is a not-for-profit organisation that has been working for senior citizens since 27+ years. It helps them deal with their insecurities (emotional, financial, health and safety) irrespective of their caste, creed and economic strata, enabling them to lead more dignified, secure, and fulfilling lives. Dignity Foundation is headquartered in Mumbai and has Chapters across five other cities – Bengaluru, Chennai, Delhi NCR, Kolkata and Pune

**Job Description:**

Candidate would need to have strong programme thinking and interpersonal communication skills, experienced in working with implementation-based developmental organization/s, and proven experience in designing, monitoring, scaling and delivering robust programmes. A team player and team leader attitude is a must. High levels of accountability and initiative are required for this position.

**Roles and Responsibilities:**

Lead a variety of programmes targeted to senior citizens, meet the relevant reporting requirements and participate in informing programme management and strategy with the COO and Founder President and CEO. Delegate and supervise tasks of direct reports.

- Design, implement and track the programme implementation against the proposed plan and targets
- Maintain effective Donor relationships, make reports, conduct Donor visits and attend pitch meetings
- Oversee and lead the programmes
- Supervise monthly plans, monthly reports, expenses, reimbursements, etc.
- Mitigate any issues or inconveniences faced by the centre coordinators or members.
- Inform the management of ways in which the programmes can be made better and stronger.
- Have an analytical mindset to understand problems and suggest solutions.
- Be proactive in seizing opportunities for fundraising, networking, partnerships, CSR, etc.
- Demonstrate leadership qualities while being a team player.
- Hold monthly meetings with the centre coordinators and other staff.
- Visit the centres as and when required.
- Fund mobilization as and when required.

### **Education and Experience Requirements:**

- A minimum of five years of programme implementation experience in a Non-profit or Social enterprise.
- M.S.W. or a related Master degree from reputed institutions like TISS.
- Good interpersonal and communication skills.
- Fluency in oral and written English and Hindi. Proficiency in other languages will be an added advantage.
- Willingness to participate in regular field activities.

**Remuneration: INR 50,000 to 60,000 per month, based on skills, experience and potential.**

**Note:** Professionals meeting above requirements and with plans to associate with our NGO for several years, may mail their CV along with a cover letter to [sujay.joshi@dignityfoundation.com](mailto:sujay.joshi@dignityfoundation.com) by 25<sup>th</sup> June 2023 along with the Position applied for in the subject line.

Please include below details in the application: Updated CV/Current Location/Current or Last CTC/Expected CTC/Notice Period & Reason for Change. **Please note CVs sent without Cover Letter will not be considered for this position.**

Due to the high volume of applications, not all applicants may receive a response from Dignity Foundation. Regret the inconvenience.

Dignity Foundation is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. We always encourage women to apply.