



Position	Program Manager
Department	Centre of Excellence (CoE-NEST) Alumni & Impact Careers
Date of Joining	Immediate
Compensation	As per the Organizational Band Norms
Location	Mumbai
Reports to	Program Director
Experience	5+ Years
Education	Masters/ Post Graduation in any discipline

About:

### **Piramal Foundation**

Driven by Purpose, [Piramal Foundation](#) aims to reach out to the most underserved sections of the Nation to create sustainable impact through innovation solutions. Under [Aspirational District Collaborative](#), Piramal Foundation in partnership with NITI Aayog has been working in 112 Districts across 26 states with a focus on Education, Health, Water for improving the Life Chances in the most underprivileged districts of India.

#### **About the Role:**

The Manager will be directly reporting to the Program Director, CoE-NEST. The vertical is responsible for maintaining an Alumni base of 2250+ Gandhi Fellows and provide Career Readiness support to 1000+ Gandhi Fellows. The role is divided into achieving day-to-day and periodic deliverables of the below mentioned tasks.



## Role & Responsibilities:

- Strong **Product Development** skills with the ability to plan, execute & trouble shoot a project.
- Prior understanding of **Product Designing, Documentation** and **Presentation skills** using different Layouts for content production to suit dynamic audience (Alumni/ Stakeholder) styles.
- Develop **opportunities of employability** by building relationships with Government, corporate and NGO working across Domains.
- Strong **Stakeholder Relationship** to manage potential recruiters, and engage with partner organizations, and policy leaders for strategic activities – workshops, communication, and related initiatives.
- Create a systematic, process-driven approach to partner **outreach and relationship management**.
- Design and execute **Transformation Management and Program Management** Office frameworks, practices, tools and templates.
- Identify Program's needs and design **Leadership Development** Programs in association with respective Program Leads.
- Act in alignment with Alumni needs and system functionalities to contribute to organizational policy.
- **Collaborate with senior management** and internal teams to align our internal goals with new and existing partner relationships.
- Oversee the execution of multiple projects within the program, ensuring **adherence to timelines and quality standards**.
- Facilitate **effective communication and coordination** among project teams, stakeholders, and other relevant parties.
- Expertise in **data centre management and data governance**.
- Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and **ensuring technical feasibility**.
- Prior experience in managing, strategizing and using digital platforms and handles, sound **knowledge of SEO**, new innovations in the digital world to enhance and quality work.
- Have hands on experience in **coding, plugins, building or designing website, UI/UX designing**. (will be an added advantage)

**Desired Skills and Competences:**

- Comfortable working independently (remote) while planning one's own workload throughout the day.
- Ensuring a balance between delivery of engagement activity and management of the Placements of Fellows according to their desired Aspirational Paths.
- Demonstrable experience in Government Partnerships and Stakeholder Management. Exceptional Network with Government Agencies, Corporate and NGOs, for building a strong Recruiters base.
- Experience in Signing MoUs with the partner organizations, Product Designing and organizing L&D/ Capacity Building workshops.
- Effective verbal and written communication skills, such as Proposal writing, documentation etc.
- Familiarity with Teams, Zoom and other virtual means of Communication platforms. Excellent quantitative, problem solving, analytical and statistical analysis skills, including advanced Microsoft Excel and Presentation skills.
- Candidates with experience in Event Management, like organizing Placement Mela, corporate relations/ Placements/ Outreach/ Marketing would be given preference.

**Application Process:**

Please send us your Curriculum Vitae the following to [qasim@gandhifellowship.org](mailto:qasim@gandhifellowship.org) with the subject "Application for Manager - NEST" by 7th August 2023.