

JOB DESCRIPTION

SR./PROGRAM LEADER

STRATEGIC PARTNERSHIP TEAM

1. JOB OVERVIEW

- 1.1. Designation:** Program Leader/ Sr. Program Leader (Functional role similar)
- 1.2. Business line:** Support
- 1.3. Function:** Strategic Partnership Team
- 1.4. Duty Post:** New Delhi/Mumbai – base location

2. JOB BACKGROUND AND PURPOSE

This role offers a unique opportunity to work closely with senior/mid-management in designing and implementing initiatives across education, water, and health domains. The Program Leader/ Sr. Program Leader will support project management, assist in donor management, under the guidance of experienced professionals. This position is ideal for someone looking to grow in the field of fund raising, proposal writing and program management with a focus on stakeholder and donor relations.

This opening is ideal for 2-6 years of experience in consulting, and stakeholder management in development sector.

The selected Program Leader/ Sr. Program Leader shall be responsible for the below:

3 KEY RESPONSIBILITIES AND DUTIES		
3.1	Project and Donor Support	40%
a	Assist in planning and coordinating small/ mid-scale projects and initiatives.	
b	Collaborate with the donor relations team to ensure regular communication with donors.	
c	Help with tracking timelines, milestones, and deliverables for donor-funded projects.	
d	Prepare reports, presentations, and updates tailored for donor requirements.	
3.2	Donor Management and Reporting	30%
a	Assist in preparing donor communication materials and project updates.	
b	Support the creation of donor-facing dashboards and summary reports for funding reviews.	
c	Track and monitor donor agreements, reporting timelines, and ensure timely submission of donor reports.	
d	Help in organizing meetings and events with donors, capturing minutes and following up on action items.	
3.3	Strategic and Governance Assistance	30%
a	Aid in the preparation of reading materials for CEO, CxOs, and donor engagements.	
b	Contribute to the development of tools and formats that enhance donor relations and communication.	
c	Support internal and external stakeholder coordination for donor-specific initiatives and partnerships.	

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| d | Assist in governance-related tasks, including the preparation of updates for the leadership team. | |
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4. WORK CONDITION AND ENVIRONMENT

- a. Open to work on short deadlines
- b. Proficiency in written English and persuasive in communication with internal stakeholders
- c. Supportive team structure with emphasis on personal growth
- d. Opportunities for growth through learning on new initiatives

5.1. SKILLS AND ATTRIBUTES

5.1.1. Skills/Abilities

- a. Collaborate with a diverse group of people
- b. Manage, influence, and facilitate multiple stakeholders for shared goals
- c. Communicate effectively, written (English) and oral (English and Hindi); synthesize and articulate complex concepts in easy-to-understand ways
- d. Create Business documents using the MS Office suite

5.1.2. Attributes

- a. **Passionate** about creating impact
- b. **Humility, willingness to learn, unlearn**
- c. Ability to **lead teams**, support meaning-making through **highly ambiguous** environment
- d. Drive for **excellence and self-reflection**
- e. **Entrepreneurial mindset, quick learner**, can **adapt** to new roles with ease

5.1.3. Experience

- a. 2-6 years of experience in consulting, and stakeholder management in the development sector
- b. Bachelors/Master's degree in business management/rural management/or Graduate with experience in consulting
- c. Immediate Joiner is desirable

We value diversity in backgrounds, and experiences, and encourage candidates returning from sabbaticals to apply.

For applications please send an updated CV on

Last date of Application would be.