<table>
<thead>
<tr>
<th>Job Title</th>
<th>Program Manager</th>
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<tbody>
<tr>
<td>Reports To</td>
<td>Executive Director</td>
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<tr>
<td>About Yuva Mitra</td>
<td>Yuva Mitra is a social development organization working for rural development in the state of Maharashtra and other states through partner organisation from the last 26 years. We work with a large number of target groups including women, youth, farmers and children focusing on Water Resource Development, Agriculture &amp; Livelihood Development, Institution Building, Skill Development and Health &amp; Malnutrition through people participation.</td>
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<td>Job Role</td>
<td>Yuva Mitra is seeking a Program Manager in the Development Function to develop and Manage Health &amp; Education Department. The role will work to Implement the programs being undertaken by Yuva Mitra and support Resource mobilisation team in securing project-based and institutional funding (both flexible and unrestricted) from Corporates/Corporate Foundations, as well as maintain and strengthen relationships with these donors.</td>
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<tr>
<td>Role Overview</td>
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<td>Areas of Responsibilities</td>
<td>Key Activities</td>
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| Program Management | ● As a member of the Senior Management Team, participate in senior management meetings and contribute to the overall development, implementation and review of the programs being implemented under Health & Education department.  
● Maintain positive working relationships with Senior Management team members and ensure there is effective coordination of all activities.  
● Represent Yuva Mitra and provide inputs to all fundraising related activities when required, including participation in training programs and conferences.  
● Development and implementation of communications strategies (including PPTs, capability statements, project references, etc.)  
● Assist partners in designing appropriate internal monitoring and evaluation protocols |
| Program Design and Development | ● Identify opportunities for collaboration between the sustainability programs of Corporate Entities, and Yuva Mitra projects or programs seeking funding.  
● Maintain accurate and up-to-date records of donors and track utilization of funds in collaboration with Resource Mobilisation and Account Team.  
● Develop effective management reports on fundraising activities.  
● Work closely with program teams to learn the intricacies of our projects, structure, and deepen the focus areas for financial support, become resourceful and contribute to the success of these initiatives.  
● Communication materials for development Coordinate with the Cross functional team to collect and produce case studies and program stories for donor-centric communications and marketing materials. |
| Organizational Support | ● Manage staff performance and provide regular feedback to staff, including interns and volunteers on their performance.  
● Conduct and document staff annual performance reviews in collaboration with Resource Mobilisation and Executive Director.  
● Identify and prioritise training needs of relevant staff, and assist to create individual development plans.  
● Monitor and evaluate continued professional development to ensure it is responding to need.  
● Provide clear direction, guidance, one-to-one support, mentoring and coaching on a consistent basis and as required.  
● Monitor time and task management to ensure staff work/life balance and staff retention. |
| Location       | ● **Head Office**: Yuva Mitra, Mitrangan Campus Ghoti Sinnar Highway, Harsule Shivar, Sinnar, Nashik, Maharashtra. Pincode – 422103. |
## Requirements
- Master’s/Bachelor’s Degree in related field required Social Work with experience in Health & Education domain. Master’s Degree preferred.
- Minimum of 7 years’ experience with an NGO/Foundation in a senior role.
- Excellent writing, reasoning and analytical skills.
- In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment, often at a distance.
- Ability to prioritise own workload and work with minimal supervision.
- Demonstrated ability to solve range of general problems independently and provide input to complex and sensitive problems;
- Proficiency in MS-Office required, Excel and other platforms;
- Delivers oral presentations with competence and confidence.

## Compensation
Salary will commensurate with Experience and Industry Standards.

## Contact us to Apply
If you would like to submit, please mail your CV & Cover Letter on

**Mrs. Manisha Pote** –  
(Executive Director)  
Mobile Number: +91 9423 970 655  
Email ID: manishapote@yuvamitra.org

**Mr. Nilesh Kulkarni** –  
(Head – Resource Mobilisation and Coordination)  
Mobile Number: +91 9421 883 772  
Email ID: nileshkulkarni@yuvamitra.org

## Last Date for Application
20th November 2022