

JD For Manager – Program (Fellowship / Academics)

Department/Faculty/School: MIT World Peace Dome

Reports to: (Title) – Director

Location: Loni Kalbhor, Pune

Roles & Responsibilities:

1. Anchor development of the programs
2. Responsible to develop and maintain partnerships with host organizations and stakeholders of the Fellowship. Participate in creating a monitoring and evaluation framework for the Fellowship. Develop strategies and innovations to strengthen program and ensure quality.
3. Managing the continuation and sustainability of the monitoring and evaluation framework of the both the Fellows and the host organizations. Work with the Director on tracking financial expenditure, financial management, and budget planning throughout the financial year.
4. Recommend and innovate fundraising opportunities. Manage fellowship partnerships including designing the cohort calendar, communicating key dates, visiting on-site with members and supervisors, and managing the feedback processes
5. Offer mentorship and support to Fellows, works with them on norms, customs, particularly work culture. Organize and coordinate program events including Orientation, Midpoint, Endpoint, and Thematic Conferences on various development topics.
Engage Fellows throughout the Fellowship year in professional development opportunities..
6. Contribute to building a strong Alumni network amongst past Fellows, and participate in inducting outgoing Fellows into the Alumni cohort
7. As well digital adoption and development of the various initiatives

Desired Candidate Profile:

- At least 3 to 5 years of experience working directly with communities or people in development in respect to training, mentoring, teaching, or capacity-building.
- Graduate or post-graduate in academics, social welfare, education
- Demonstrate strong skills in managing groups of individuals from different backgrounds and perspectives.
- People-oriented, with demonstrated evidence of highly collaborative communication skills, and strong inter-personal skills.
- Demonstrated experience in delivering presentations. Ability to be clear, concise, and engaging in spoken language when communicating with others.
- Strong writing skills- able to quickly and effectively write media collateral, emails, and reports.
- Strong computation skills in Xcel, Word, and PowerPoint. Able to learn new data management and software quickly and effectively
- Language proficiency in English and Hindi, desirable is Marathi
- Manager of fellowship/past fellows of other fellowship programs is preferred.

Cultural / Personality Traits

- People Oriented with strong interpersonal skills
- Leadership
- Communication
- Decision making ability
- Decisiveness
- Strong performance orientation