



we're

HIRING!

## PROJECT MANAGER:

### SKILLS & REQUIREMENTS

- DONOR & FUNDS MANAGEMENT SKILLS
- ON-FIELD WORK SKILLS
- COMPUTER & DESIGNING SKILLS
- SOFT SKILLS
- ACCOUNTING SKILLS

**LOCATION:** BHINGAR, AHMEDNAGAR, MH.

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# ROLE & RESPONSIBILITIES



**Job Title:** Program Manager - NGO

## Role & Responsibilities:

- Manage Donations, Funds, and Accounting.
- Develop and implement program strategies to achieve organizational goals and objectives.
- Manage and oversee day-to-day operations of program activities, On-Field Work, MoM, and Documentation.
- Identify and secure funding sources to sustain program operations including CSR funding.
- Build and maintain partnerships with CSRs, government agencies, other NGOs, and community organizations.
- Collaborate with a team of volunteers & staff to ensure effective communication and collaboration.
- Develop and monitor program budgets and ensure program resources are used frugally & efficiently based on the core objectives of the Foundation.
- Prepare, communicate & arrange online meetings, reports, and presentations on program progress and impact on stakeholders.
- Ensure program compliance with applicable laws, regulations, and standards.

## Good to Have Skills

- Donor, Funds & Accounting Management using Zoho Books Software.
- Graphics Designing skills using Canva Software.
- Website & Blog Management using GoDaddy Software.
- Meeting management using Zoom Online Software.
- Information management using Confluence, Office 365, etc Softwares.

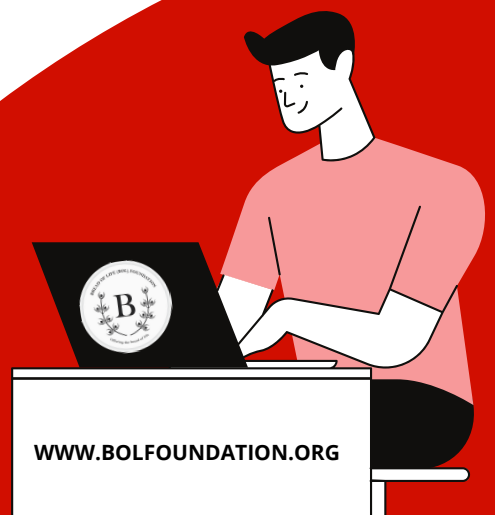
## Requirements:

- Bachelor's degree in a related field or equivalent (e.g. International Development, Social Work, etc.).
- 5+ years of experience in program management, preferably in the NGO sector.
- Strong project management skills and experience in leading cross-functional teams.
- Excellent communication and interpersonal skills in English, Marathi & Hindi.
- Ability to think creatively and develop innovative solutions to complex problems.
- Strong financial management and budgeting skills.
- Demonstrated leadership and team management experience.

**Location:** Bhingar, Ahmednagar, MH.

**Salary:** Industry-Based Compensation.

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