	JOB DESCRIPTION

Job Title:	Manager – Program Design
Reporting Manager	Assistant Director – Program Design
Job Type:	Full Time
Location:	Mumbai / Delhi ,India

About Concern India Foundation

Concern India Foundation is a Non-Profit Public Charitable trust which extends Financial & Non-Financial support to grass root level NGOs working in the area of Education, Health & Community Development since 1991 throughout India. Concern India works towards "Helping People, Help Themselves" by making the disadvantaged self-reliant & enabling them to lead a life of dignity.

Summary: The person shall be part of the design team. Will be responsible for ideating, assessing the needs on the ground, understand and interpret the requirements of the donor and develop programs. The role includes assessing and identifying development partners, identify turn key projects and develop programs for funding.

Job Responsibilities
Key Roles and Responsibilities:

(A) Program Design and Planning
- Developing strategic designs for implementation of programs/projects pan India.
- Support the design team in undertaking needs assessment and the requirements on the ground to develop areas/ domains for designing projects and programs.
- Review and assess the funding focus areas of different donors as corporate, foundations and international organisations.
- Coordinate with NGOs to identify turn key Projects and assess the feasibility of implementation.
- Collaborate with organizations for designing Project proposals.
- Ability to do reference and study best practices that can be scalable.
- Develop projects with innovations and impactful.
- Design detailed concepts and proposals as per the guidelines of fund-raising team.
- Develop detailed workable budgets for the Proposals.
- Provide support to the fund-raising team for pitching the Projects to corporate donors by way of PPT, notes etc .
- Develop logical framework for Project proposals.
- Onboarding support to the implementation team for the proposals received funding.
- Collaborate in the NGO selection, empanelment and documentation process.
- Support the design team in developing a repository of proposals developed for different States under thematic areas.
- Jointly work with design team members to maintain data base of project proposals and undertake analysis of the design team work.

- Carry out necessary revisions in program design and proposals based on feedback from the field and outcomes.

Teamwork and People Management
- Collaborate with program implementation teams and fund raising teams for smooth function of Program Design.

Eligibility and Required Skills	
Qualification	• The candidate should have completed Master in Social Work (MSW) or equivalent Post graduate degree from a reputed institute.
Experience	• The candidate should have a minimum of 8 to 10 years of experience in program designing, planning, monitoring and evaluation • Experience in need assessment, proposal development and budgeting • Ability to conceptualize ideas and projects • Ability to find workable solutions • Result oriented and self-motivated
Skills and abilities	• Critical and analytical thinking • Agile and able to quicky see resources and reference to write proposal/ concept • Excellent written and verbal communication skills. • Passion for information / innovation and able to look for solutions from best practices of other project • Ability to respond to requests within short timeframes • Collaboration • Ability to work in teams