POSITION: Manager, India Program

REPORTS TO

Director, India Program

SUPERVISORY RESPONSIBILITIES

N/A, may manage vendor and consulting contracts

LOCATION

Delhi, India. Some domestic and/or international travel may be expected.

JOB SUMMARY

The Program Manager is responsible for keeping the India Program organized, connected and well supported. The role combines program and grant management, stakeholder and events support, and office and administrative support for a growing team, most of whom are based in India. It ensures that the program has the processes, information, reporting mechanisms and day-to-day operational support needed to translate strategy into execution.

This is a role for someone who is organized, proactive and personable, who enjoys making complex work run smoothly, and who can build good relationships with Indian stakeholders and colleagues.

ESSENTIAL FUNCTIONS

Program and Portfolio Coordination

- Coordinate and track the planning, monitoring, and reporting of all India Program projects, identifying dependencies and risks, proposing solutions and reporting status to the Director.
- Organize and maintain the weekly India Program agenda: collect inputs, circulate materials, record decisions and follow up on actions.
- Support the Director and team in managing project work plans, budgets, deliverables and reporting requirements, and follow up with team members and consultants on open items.
- Maintain templates, project management systems and tools, the SharePoint structure, documentation, records and knowledge repositories, in line with organizational and donor requirements.
- Serve as a coordination point among staff, consultants, partners and external stakeholders.

Grant Management

- Track grant commitments and monitor deliverables and budgets against grant objectives.
- Draft interim and final narrative reports, collecting input from staff and consultants and translating technical work into donor language.
- Support the development of grant proposals and applications as requested.
- Ensure compliance with funder requirements and restrictions and flag gaps between commitments and delivery.
- Maintain a reporting calendar and prepare reminders well ahead of deadlines.

Consultant and Contract Support

- Support the Director and team with consultant engagements, including scopes of work, contracts prepared from existing templates, invoice tracking and close-out, in coordination with the contract and finance teams.
- Maintain a contract register so that renewals and expirations are tracked.

Stakeholder, Meetings and Events

- Identify, approach and follow up with Indian government, institutional and industry stakeholders to arrange and secure meetings for the Director and team, under the guidance of program leadership.
- Manage the schedules of the Director and team for external engagements, including time zone coordination with colleagues outside India.
- Organize and support screening events, workshops, roundtables and convenings, including venues, invitations, speakers, logistics, materials and follow-up, in coordination with the communications team, when needed.
- Support visits and missions by international colleagues and partners to India, if needed.

Office Management and Administration

- Provide administrative and executive support to the Director: calendar, correspondence, travel, expenses, documents and records, if needed.
- Manage day-to-day office operations once the India office is established, including supplies, equipment, IT coordination, access, visitors, vendors and workplace services.
- Provide general support to legal, finance and external advisers on matters related to the India legal entity, such as records, documentation, and statutory compliance, as needed. Act as the onboarding point of contact for new team members and consultants in India, coordinating with HR and Operations on paperwork, equipment, accounts, and introductions.
- Maintain team records such as leave calendars, contact lists and organizational charts.
- Propose and implement improvements to processes, templates and tools that make the team more efficient.

CORE COMPETENCIES

- Proactive, reliable and able to thrive in a fast-paced and ambiguous environment. Collaborative and able to build strong working relationships with colleagues and partners. Takes ownership, raises problems early and proposes solutions.
- Strong organizational skills, high level of attention to detail, professional judgment, discretion, and ability to work independently in a fast-paced environment; able to manage many parallel deadlines and to prioritize across program and administrative tasks.
- Strong interpersonal skills, comfortable working across time zones and cultures, and the ability to work effectively with diverse teams, government officials, partner organizations and senior leadership.

MINIMUM QUALIFICATIONS

Required

- A university degree in business administration, public policy, energy, environmental studies, economics, or a related field, or a comparable combination of education and professional experience in a relevant field.

- Minimum of 5+ years of progressively responsible experience in program or project coordination, program administration, operations or office management, or a related role.
- Excellent written and spoken English; strong writing skills for reports.
- Proficiency with Microsoft 365 applications, project management tools, and document management systems.

Preferred

- Fluency in Hindi or another Indian language, experience with donor reporting for foundations, and experience supporting the start-up of an office or organization in India are an asset.
- Has existing professional network in India

PHYSICAL DEMANDS

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform these functions.

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

Our team members are hired and compensated based on job-related qualifications and abilities. We strive to provide a work environment that allows our team members to feel safe and respected. We value the dignity and worth of each individual and do not tolerate any form of employment discrimination, including harassment, and any mistreatment due to race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

Our organization provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws.

COMPENSATION AND BENEFITS

Compensation follows our global compensation framework.

The base salary range for this role is ₹21-, ₹32L.

Final compensation will be determined based on several factors including region and location of candidate, years of relevant experience, depth of subject matter expertise, impact demonstrated, and organizational needs.