

**Our ambition is to permanently empower 1 million rural Indians over the next few years, and we're expanding our Fundraising and Donor Engagement functions** to keep pace with increasing our geographic presence by growing institutional philanthropic collaborations in India (+ internationally) including grants, donations, CSR and aid via multi-lateral agencies. We currently have over 30+ active institutional funding partnerships and growing our teams across roles to support these high-growth plans.

The Organization is a grassroots execution org., implementing a model of holistic development to empower rural communities. We've been **certified as a "Great Place To Work" five-years in a row** a **culture of commitment to make large scale social transformation a reality for meaningful impact.**

**The Organization is keen to hear from young-at-heart, dynamic, socially passionate professionals to expand our capabilities,** achieving large scale impact by entering new geographies and creating Dream Villages across rural India.

Professionals **seeking to pursue a higher calling in life, to utilize their time & enhance skills for social good, desirous of making this a life-style choice** – not just a fulfilling, long-term career in the social development sector. **Doing well by doing good!**

**We're looking to bring in sharp & energetic minds with potential to add value over time and support in key decision making + strategic focus of the organization** via continuous process improvements, being the change one wishes to see, nurturing stakeholder engagement and growing our funding collaborations.

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**Location:** Nashik, Raigad or any rural areas of Maharashtra. .

**Reporting Line:** To Manager/Senior Manager / Deputy General Manager – 360 Degree

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**Responsibilities:** The role includes the following KRAs (key result areas):

**1. Programs:**

**A) Program Design:**

Help the team to successfully accomplish the Mission and Vision of the Foundation by –

- Planning and guiding the team to identify the needs of the Community via The Organization Village Participatory program.
- Guide the team to achieve the present targets/ numbers/
- Advice/ Handhold the team to hold discussion with the local communities to implement various schemes.
- Ensure compliance of processes and SOPs.
- Execute plans to create an eco-system for livelihood around Dairy, Animal Husbandry and agriculture, or any other activity identified with the objective of assisting farmers in creating/ improving livestock farms for livelihood enhancement, Health, Education, Water & Sanitation

**B. Execution**

- Implement the strategies and process laid down by the department head as per the set standards, timelines and budgets
- Timely and Efficient implementation of each of the programs with the help of the Coordinators by monitoring/ guiding/mentoring/coaching the Coordinator, partners and facilitate the process.
- Regular field visit.
- Ensuring timely reporting to the Manager – programmatic issues.
- Regular overall monitoring of program to ensure achievement of envisaged objectives
- Help the team to assess the challenges/opportunities that could arise during the implementation of the Program and guide them to resolve those.

**C. Partner Engagement:**

- Facilitate periodic meetings with partners to understand the overall health of the projects and appraise accordingly.
- Regular updating the Community and staff about organization initiatives.

**D. Resources:**

Disbursal / Collection of all resources as per the program plan and needs on time

**E. Government:**

- Coordination with Organization technical team / Partners / vendors / Govt officials at community level for implementation of decided & agreed activities
- Rapport build up with District/bloc level govt. officials , Mumbai committees and Community based organization for understanding the needs and partnership for implementation.
- Government officials – Sarpanch, Gram sevak, Talathi, Krishi sevak, Medical Officer, MPW, ANM, ASHA, Aganwadi Worker, Principal & Teacher.
- To develop and manage relationships with other NGOs

**F. Team Management:**

- Organize trainings to upgrade the knowledge of Team.
- Demonstrate the expected skills to team.
- Leading from front
- Conduct weekly reviews along with feedback to improve team performance.
- Prepare a personal development plan for each team member.
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**G. Learning and Documentation**

- Success and failure stories to be submitted to Communication Vertical.
- Document MOM of meetings with Team/ Secondary stake holders and prepare action plan based on MOM.
- Organize / Suggest inter exposure visit both for employees and other stake holders.

**H. MIS**

- Will be responsible for collating all the information for all the Programs/Interventions with the help of the mentors.
- Collect the info regarding the progress of individual programs against the set goals/objectives
- Maintain accurate and complete records of the programs/ Interventions.
- Quantitative Reports about the program
- Qualitative Reports about the programs like trends, shortcomings, area of improvements.

**Experience and Qualifications:** Prefer candidates who possess the following:

- **Qualification-** Any Graduate or Postgraduate
- **Experience:** Candidates should have 5+ years of experience in the social sector, with proven expertise in team management and leadership.

Experience in handling and mentoring a team, driving social initiatives, and ensuring effective program implementation will be an added advantage.

**Additional Skills required:** In all aspects of this role the following are essential:

- Time Management.
- Team Management
- Public speaking.
- Leadership / Planning / Organizing/ Decision
- Understanding the rural livelihood option & GPDP
- Excellent communication and interpersonal skills; good writing skills
- Commitment to good work ethics, professional approach & confidentiality

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**Industry** - Non-profit Organization Management; Civic & Social Organization

**Employment Type** - Full-time

**Salary** - Decided based on the candidate's education and work experience. We also provide benefits such as PF, Gratuity, Medical Insurance etc.

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**The Organization: Brief About Us on Rural Empowerment**

**Founded by Ronnie & Zarina Screwvala**, The Organization is a **grassroots implementation** org that aims to create a **holistic, sustainable & collaborative development model** – with best global practices, corporate thinking & accountability and highest standards of corporate governance that can be a benchmark and is replicable at scale across India. **Currently working with 300+ full-time staff in rural Raigad & Nashik districts, Maharashtra across 3310+ hamlets**, having reached >11,83,000 lives with a phased entry & exit plan. The Organization believes true growth potential lies in rural India – when empowered people take ownership for self- transformation. The org focuses on **rural empowerment through holistic, 360° development** across 4 core-themes: **Education, Health & Nutrition, Water & Sanitation and Economic Development** (Livelihoods).

Our 4-E strategy is to **Engage & Empower communities**, co-Execute with planned **Exit** in over 5-7 years. **Our vision** is to build a sustainable development model for irreversible change by **empowering rural communities** for self-reliance, so each HH can **earn a sustainable livelihood of >INR 200,000 p.a.** We collaborate with like-minded orgs that seek rural transformation, while encouraging employee volunteering /skills on progs.

Further building on the impact we have been creating **Dream Villages**, that cater to development through FIVE 'S': **1. Swachh (Clean); 2. Sundar (Beautiful), 3. Swasth** (well-being consciousness & access to health care); **4. Samrudh** (Self-Reliant) and **5. Saksham** (Empowered).

**Interested candidate please send your cv at:**

[contact@pmspl.net.in](mailto:contact@pmspl.net.in)