

## **Job Description**

**Job Title:** Portfolio Manager

**Reports To:** Senior Portfolio Manager

**Based at:** Bangalore, Karnataka.

**Purpose:** The portfolio Manager will play a central role in the developing portfolio strategy for Organisation, lead end to end grant management within the assigned portfolio and be responsible for networking and partnerships for the organization

### **Responsibilities:**

#### **1. Portfolio Strategy**

- she/he will be responsible for leading development of portfolio-level strategy for Organisation
- Develop the rolling & annual work plans for the focus areas and the team
- Conduct budgeting & forecasting for grantee projects and other initiatives aligned with rolling work plan
- Examine the ecosystem and generate new ideas as well as initiatives
- Capture trends, opportunities and come up with new projects relevant to the priority sectors
- Be a key member of the organisation, institute innovation towards the long-term growth of individual focus areas and the larger institution
- Build, structure and develop knowledge to share internally within the organization

#### **2. Grant Management**

- Lead end to end grantee selection ranging from sourcing of grants to project design in line with the strategic goals of the Foundation
- Ensure that the proposed programs are designed to be feasible on the ground, viable and within the proposed budget and will create scalable impact on the ground
- Process grant applications and disbursement of funds for grantee partners
- Handle partner-related grant issues and handhold new partners through the grant application process, as required.
- Govern monitoring & evaluation indicators at grant level on a regular basis

- Renew partner agreements in a timely manner and manage other partner account related issues.

### **3. External Engagement/Partnerships**

- Develop and manage relationships with identified external stakeholders
- Lead assessment & selection of partnership opportunities
- Represent The organization at key forums, conferences, events to build our network and generate potential leads

#### **Candidate profile:**

##### **A. Qualification:**

- MSW/MBA/ Equivalent graduate from an esteemed university within or outside India

##### **B. Experience:**

- Minimum 5 years of relevant work experience

##### **C. Capabilities:**

- Alignment with the values, vision, and mission of the organisation
- Demonstrated commitment to the sector, prior experience of having worked in the social impact space
- Expertise in program design methodology and techniques
- Good budget management skills, including budget preparation, analysis, decision-making and reporting
- Demonstrated ability to provide intellectual leadership in partnerships and resource mobilization
- Strong experience in managing development projects/ programs
- Proficient communication skills in English (Both Verbal and Written)

Apply Now:  
contact@pmspl.net.in