

POSITION PROFILE

Job Opportunity:	Manager - Mid-level role as a part of a high impact tightly knit philanthropic foundation
ATE Chandra Foundation:	<p>The Foundation manages the philanthropic capital of A.T.E. Enterprises, and Archana & Amit Chandra. The Foundation works closely with many leading Indian and global advisors in the social sector. The trustees are actively involved in various initiatives and spend substantial amount of their own time in providing direction to various core projects.</p> <p>The Foundation works as a small, tight knit team, seeking to maximize philanthropic impact in the core areas of:</p> <ul style="list-style-type: none"> (a) Capacity Building for the Social Sector, (b) Watershed Development & Village Transformation, (c) Children's Education & Health, (d) Gender Parity, (e) Urban Development
Designation	Manager
Location	Art Deco precinct of Kala Ghoda, Fort in Mumbai
Preferred years of experience	5+ years' experience with minimum 2 years' experience in development sector in similar role. Anyone who has spent an average of less than 18 months in a role need not apply (excluding one stint less than 4 months)
Educational Qualification	Post graduate from a reputed Institution
Reporting to	Senior Philanthropy Advisor
Key Responsibilities	<ul style="list-style-type: none"> ◦ Help effectively achieve goals of ongoing Capacity Building projects, including Talent, Leadership Development programs and Promotion of Philanthropy projects which benefit the sector. ◦ Assist in anchoring & liaisoning collaborative relationships with various stakeholders, end-to-end project management of ecosystem projects with desired deliverables including and not limited to RFP circulation, partners identification, proposal evaluations, building potential partnerships, project design, concurrent monitoring and outcome analysis. ◦ Play a key role in the project on driving down violence against women by being engaged in collective anchoring, stakeholder management & communication. ◦ Help build and anchor a hub to create a repository of best practices and cross learnings in capacity building and disseminate in a collaborative format with leading ecosystem partners. This would be through round tables or case study partnerships or events. ◦ Create meaningful content for internal & external formal communication with various ecosystem players. ◦ Support on key ongoing projects that the platform needs co-ordination & assistance on. ◦ Related administrative work for the projects including and not limited to MIS, compliance, database, documentation, internal reporting etc.
Required Skills	<ul style="list-style-type: none"> ◦ Good networking and relationship building skills with various stakeholders across the spectrum i.e. individuals, institutions and organizations. ◦ Strong communication skills. ◦ High energy and desire to achieve results. ◦ Proactive and organized, with strong time management & planning skills. ◦ Good understanding of Social Sector ecosystem ◦ Proven track record of competency & delivery of objectives in previous organizations. ◦ Proficiency in MS Office and sound knowledge of web and social media platforms ◦ Confident and articulate, ability to anchor and effectively close out conversations ◦ Ability to work in a team to fulfil Foundation's larger vision & objectives. <p>We are not looking for perfect candidates and it is quite possible the selected candidate might just have 100% right attitude and 70% of the skills we need. However, please do carefully read the job description to be sure that your experience covers a very percentage of the skills needed for the role.</p>
Compensation	Competitive - we benchmark ourselves to both leading NGOs and peer foundations involved in comparable work.
Personality traits	<ul style="list-style-type: none"> ◦ Self-driven, results-oriented with a missionary zeal to exceed goals. ◦ High on personal & professional integrity.

Interested candidates, please email your resume to Priyaka Dhingra at p_n_dhingra@ategroup.com