



CMCA is an equal opportunity employer and is committed to creating an equitable, inclusive, and diverse work environment.

JOB DESCRIPTION

Position Title:	Programs Manager- Karnataka	
Function:	Program Management	
Level	Manager	
Position Reports to:	Associate Director Programs	
Supervises	Associates, Sr Associates, Officers, Sr. Officers, Asst Managers	
Location:	Bangalore/ Ramanagara	
Purpose: <i>The Programs Manager Karnataka is responsible for creating and implementing a regional strategy for CMCA in Karnataka with the aim of strengthening our presence in this region. This role would lead all CMCA programs across all locations within Karnataka.</i>		
Key Responsibility Areas (KRA)		
KRA	Description	Performance Indicators
Develop a regional strategy and annual plans for CMCA for Karnataka	<ul style="list-style-type: none">• Study and understand market needs and evaluate potential areas of deepening and strengthening CMCA's presence across districts in Karnataka• Develop a comprehensive regional strategy in alignment with the organisation's strategic goals in coordination with the Senior Leadership Team• Guide in the development of annual plans by location and by program aligned with the organisation's annual targets• Create expansion opportunities by building and leveraging local partnerships working closely with the Partnerships & Collaboration domain• Build and maintain relationships with key stakeholders in state government bodies / departments to gain official support and credibility for CMCA programs working closely with the Associate Director Programs	<ul style="list-style-type: none">• Quality of strategy• Timeliness and quality of annual plans• Value of relationships developed• Opportunities enabled through partnerships



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Lead ongoing CMCA programs for Karnataka	<ul style="list-style-type: none"> • Set the agenda, budget and goals for each applicable program in each location along with the responsible location lead and the respective Program Manager • Manage relationships with critical stakeholders in government, education institutions, social sector partners etc • Streamline and strengthen program management across all programs working closely with headoffice. • Ensure process and quality adherence • Provide content improvement/ refinement inputs to the Content domain based on assessment of cultural/ political/ social pulse in the region • Strengthen the volunteer/ educator/ consultant network and ensure good relationships • Strive for continuous improvement in process 	<ul style="list-style-type: none"> • Uptake of various programs • Impact of programs delivered • Quality & quantity of improvements/ enhancements • Type of new opportunity/ies • Stakeholder feedback/ pulse
Capacity Building	<ul style="list-style-type: none"> • Keep upto date wrt social, political, education related new thinking, trends, issues • Build own capability in delivery of quality programs • Assess training needs of team, volunteers/ consultants/ youth trainers and ensure gaps are covered • Mentor and coach team members to enhance performance and grow in their careers 	<ul style="list-style-type: none"> • Program evaluation scores • Good session observation scores • Readiness of team members to take on larger responsibilities • Alignment with organization values and principles
Contribute to overall organisation goals	<ul style="list-style-type: none"> • Be a champion for CMCA and represent the organisation within the location/ region • Contribute to building the image and credibility of CMCA; • Attend external events and conduct CMCA events to foster image building and networking • Plan and implement alumni outreach and engagement initiatives • Support resource mobilisation efforts • Support organisation initiatives and contribute in management and operational areas as needed (eg. participation in recruitment/ induction, participation in events, team building etc) • Identify and share opportunities for improvement across the organisation 	<ul style="list-style-type: none"> • Responsiveness to priorities and needs • CMCA presence and credibility in the location • Contribution levels to internal organisation initiatives • Sustained effort



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Person Profile:

Education Background	Master's degree in Education/social sciences/humanities/social work or equivalent
Years of experience	At least 10+ years of relevant experience.
Industry Exposure:	NGO of a similar nature
Type of Experience:	<ul style="list-style-type: none">• Demonstrated experience in Program Management in a not for profit environment• Experience in areas such as advocacy and/ or building partnerships and/ or education would be mandatory• Good existing networks in the government and NGO space would be an advantage• Strong language skills - fluency in English and Kannada is essential• Should be comfortable with travelling to program locations within the region on a regular basis• Good level of comfort with MS Excel and good analytical skills