



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

A JOB DESCRIPTION

Position Title:	Lead Ramanagara Programs	
Function :	Program Implementation	
Position Reports to:	Associate Director Programs	
Supervises	Associates, Sr. Associates, Officers, Senior Officers	
Location:	Ramanagara	
<p>Purpose: <i>This position functions as the Programs Lead for Ramanagara and is responsible for leading and managing all CMCA programs in that particular location. The Program Lead is the primary representative of the organization in the location and performs a key role in growing CMCA's footprint and influence amongst stakeholders.</i></p>		
Key Responsibility Areas (KRA)		
KRA	Description	Performance Indicators
1. Lead relevant CMCA programs for Ramnagara	<ul style="list-style-type: none"> Set the agenda, budget and goals for each applicable program in the location along with the Associate Director Programs and each relevant Program Manager Build and manage relationships with critical stakeholders including with government bodies, donors, community volunteers and educational institutions Strive for continuous improvement Identify new opportunities 	<ul style="list-style-type: none"> Uptake of various programs Impact of programs delivered Quality & quantity of improvements/enhancements Type of new opportunity/ies Value of Stakeholder relationships



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<p>2. Manage daily Operations</p>	<ul style="list-style-type: none"> • Monitor and review delivery on each program on a monthly, half yearly and annual basis and manage within budgets • Make course corrections where needed • Plan staffing requirements including program team and extended team of volunteers/ consultants etc. • Assign responsibilities to team members and monitor progress regularly • Ensure team members/ volunteers/ catalysts receive resources in a timely manner • Mentor, guide and manage performance of team members • Support team members in their development and career growth • Ensure required trackers and applications are updated to monitor program delivery • Implement evaluation tools as per the MEL domain calendar • Actively seek stakeholder and target audience feedback 	<ul style="list-style-type: none"> • Target achievement for all programs • Feedback on programs • Stakeholder feedback • Budget rationalization/ cost effective measures • Timeliness and quality of reporting • Performance of the team • Strength and capability of own team and pool of volunteers/ educators/ catalysts
<p>3. Capacity Building</p>	<ul style="list-style-type: none"> • Keep upto date wrt social, political, education related new thinking, trends, issues • Seek feedback and identify opportunities and avenues to enhance own capability • Build own capability in delivery of quality programs • Assess training needs of team, volunteer/ educators and ensure gaps are covered • Support in closing learning gaps in coordination with Training Domain and HR domain as appropriate 	<ul style="list-style-type: none"> • Independent efforts made to enhance own capability • Program evaluation scores • Alignment with organization values and principles
<p>4. Contribute to overall organisation goals</p>	<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 • Actively support and help conduct events/ initiatives eg. CSR events/ donor events etc <ul style="list-style-type: none"> ◦ Work with RM to reach out to CSR of companies in Ramanagara and surrounding areas and coordinate with volunteers for the same 	<ul style="list-style-type: none"> • Sustained contribution to organizational efforts • Value of relationships developed with external stakeholders/ partners • Quality of innovation/ ideation



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	<ul style="list-style-type: none"> • Actively work towards alumni outreach and engagement initiatives • Identify opportunities for collaboration (incl. partnerships to drive programs and fundraising) • Identify opportunities to grow and expand the reach of CMCA - depth and breadth • Support organisation initiatives and contribute to other areas as needed 	
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Person Profile:

Education Background	<ul style="list-style-type: none"> • Master's degree in Education/social sciences/humanities/social work or equivalent is desirable • Bachelor's degree in any discipline with adequate field experience will also be considered
Years of experience	<ul style="list-style-type: none"> • Typically 8+ years of relevant experience.
Industry Exposure:	<ul style="list-style-type: none"> • NGO of a similar nature • School or College
Type of Experience :	<ul style="list-style-type: none"> • Exposure to teaching, working with students, education is highly desirable, though not mandatory. • Familiarity with results based management tools will be a bonus • Preference will be given to individuals with relevant experience in and around Ramanagara area