The Alumni Association, IIT Kanpur, is inviting applications with CVs for the Noida/NCR office. Eligible and interested candidates are requested to submit their CVs to babita@iitkalumni.org by January 24, 2024.

Program Manager

The Program Manager will play a pivotal role in organizing, coordinating, and overseeing programs and activities aligned with the organization's strategic direction. This position demands to devise new programs, manage long-term goals, and develop and manage budgets as well as operational plans for these programs. Another vital responsibility will be to liaise transparently and effectively with various stakeholders such as Board Members, Institute Officials, Staff, 3rd Party Service Providers, and relevant Alumni.

Supervisory Responsibility: Yes. The Program Manager will lead the Administrative Team, and shall be reporting manager of the members of the Administrative Team. The Program Manager will report to the Board of Directors of AA.

Duties and Responsibilities:

1. Organize programs and activities in line with the organization's mission and objectives.

2. Develop innovative programs that align with the strategic direction of the organization.

3. Craft and manage long-term goals for the sustainable success of the organization.

4. Develop comprehensive budget and operational plans for program execution. Manage P&L of AA,

and bring additional lines of revenue for AA.

5. Establish an evaluation methodology to assess program strengths and areas for improvement.

6. Write program funding proposals to ensure a steady continuity of services.

7. Lead a diverse team guiding their talents and responsibilities towards goal fulfillment.

8. Implement and manage changes when necessary to ensure project goals are met.

9. Facilitate transparent and effective communication with stakeholders concerning project issues and decisions.

10. Deliver accurate and timely reports of program status throughout its lifecycle.

11. Foresee and analyse any possible risks to the program.

12. Set KPIs, goals for AA Administrative Team, monitor and report performance to Board

Required Skills and Abilities:

1. Proven experience in program management.

2. Excellent stakeholder management skills.

3. Strong team management skills.

4. Proficient in using computers for various tasks, particularly in Microsoft applications like Word, Excel, and Outlook.

5. Thorough understanding of project management principles.

6. Exceptional leadership, communication, and organizational skills.

Education and Experience:

1. A Bachelor's or Master's degree in business or a related field.

2. Proven practical experience in a program management role for at least 8 years.