



JD- Admissions Counsellor- PGPDM

About PGPDM:

The Post Graduate Programme in Development Management (PGPDM) is a 12-month modular programme offered by SPJIMR for professionals working in or intending to work in the social sector, including NGOs, foundations, corporate for-profit CSR functions, social policy or welfare departments of governments, and social enterprises specialising in Development Management. The programme is divided into three terms and is designed to address various aspects of the development sector. It enables participants with essential skills to take forward their initiatives in pursuing social justice.

The programme was launched in 2011 as Indian businesses attempted to meet their corporate social responsibility (CSR) goals and non-governmental organisations (NGOs) attempted to improve the effectiveness of their interventions in order to secure grants and CSR funds successfully. After 12 years of learning and observing COVID-19's recent impact on society, the programme has been redesigned to place a greater emphasis on wise innovation and change management for long-term development.

This is the only Development Management Programme in India that has been internationally accredited by The Association of MBAs (AMBA), UK. AMBA accreditation recognises the highest standards of achievement earned by the best postgraduate business education programmes in the world.

Responsibilities include:

- Nurturing leads (through calls) received through the Marketing Campaigns.
- Follow-up on interested leads and Non-Contacts.
- Clear updates of all interactions on google sheets.
- Send email communications to interested leads received through direct emails/other platforms.

Skill set required:

- Background in education and or social sector domain
- Organised, meticulous, detail oriented and collaborative nature.
- Good lead nurturing and effectively following up with leads.
- Good oral and written communication in English and Hindi.
- Strong working knowledge in excel/google sheets.

Duration: Tentatively Five months

Start Date: July 15, 2025

End Date: Dec 24, 2026

Working Hours: 09 AM to 5 PM or 10 AM to 6 PM