

Position/Title	Program Manager	Department	PGPDM
Location	SPJIMR Campus, Mumbai	Nature	Regular/Full time
Reporting to	Programme Chairperson- PGPDM		
Job Duties	<p>PGPDM is a 12-month modular program for professionals working in or intending to work for the social sector, including NGOs, foundations, CSR functions of corporate/for-profit organizations, social policy or welfare departments of governments, and social enterprises. Its mission is to “enhance the efficiency and effectiveness of the development sector organizations by building the capacity of development professionals and helping them create a more inclusive and sustainable society.”</p> <p>The Program Manager will be responsible for 1) Admissions, 2) Academic program management, 3) Inter-departmental and external coordination, and 4) Supporting the PGPDM program chairperson and program office in all tasks involved in the successful implementation and scaling up of PGPDM & other short-term programs, including but not limited to:</p> <p>Admissions</p> <ul style="list-style-type: none"> • Plan, design and coordinate the admissions campaign and onboard all admitted candidates • Build relationship with industry bodies, CSR wings of corporates, NGOs, Foundations etc. for getting nominations and sponsorships for admissions • Assist program office in the preparation of material for internal and external circulation, including but not limited to social media, website, brochures, flyers, and all internal and media communications • Collaborate with central communication and marketing department and external media for program promotion • Contribute to the promotion and visibility of PGPDM & other short-term programs through virtual or physical participation in various industry and social sector related events <p>Academic program management</p> <ul style="list-style-type: none"> • Program manage all the operations from admissions to convocation • Prepare the program calendar in consultation with the program team • Update, distribute and ensure compliance with Participants Guidelines to/from all the participants with the help of program team • Guide/help batch coordinators in preparing a session plan for each contact and blocking the faculty calendar • Handle queries and provide clarifications to participants, faculty, and staff • Ensure timely evaluation of quizzes, tests, assignments, application exercises, projects, etc. and compile marks and grades • Monitor compliance with academic standards and report instances of students’ behavior that violates the standards • Ensure timely payment of fees by the enrolled participants and or their sponsoring organizations • Prepare program budget in collaboration with finance and program team 		

	<ul style="list-style-type: none"> • Plan, procure, and ensure distribution of all the supplies/stationary/kit for all the participants • Ensure planning and execution of all the goods and services (including marketing, admissions related) procurement contracts • Ensure compliance with and prepare various accreditation (AACSB, AMBA, etc.) related communication and documentation requirements. • Manage alumni relations, activate alumni network/chapters and design programs and activities for the mutual benefit of alumni and program • Plan and organize various events such as Inauguration, Mentors Meet, Alumni Meet, Farewell, Field visits, Social sector related events <p>Inter-departmental and external coordination</p> <ul style="list-style-type: none"> • Coordinate with administration and infrastructure department to fulfill all the admin and infrastructure requirements of the program including hostel • Ensure collection of course outlines from the faculty members in the prescribed format • Coordinate with visiting and guest faculty for scheduling of their sessions and timely payments • Coordinate with faculty and library for procurement and distribution of books, case studies, and other reading material • Coordinate with examination cell and in-charge to schedule examinations and compile marks and grades • Prepare for and coordinate with the institute's convocation team for the convocation of various batches • Coordinate with all the academic departments, alumni & development office and other program offices within and outside the institute for the successful conduct of the program <p>Support the PGPDM program chairperson and program office</p> <ul style="list-style-type: none"> • Coordinate with program team and batch coordinators for achieving overall objective of the program office • Perform any other work assigned by the program chairperson
Experience	Ten years of relevant experience in the social, corporate and or academic sector
Skillset	<ul style="list-style-type: none"> • Knowledge or experience of the development/social sector • Fluency in written & oral communication • Good command over MS Excel, MS Word, and PowerPoint • Good in program management, people/team management, external stakeholders relationship & multi-functional coordination
Education	Post Graduate in Social Work, Development Management/Studies, MBA, or other development/social sector-related disciplines from premier institutions