

About Us :-

Committed Communities Development Trust (CCDT), founded in 1990 is a NGO based out of Bandra, Mumbai working with the most marginalized and vulnerable communities across Maharashtra, with key intervention Programmes in Child Protection, Maternal and Child Health and Nutrition and Adolescent/Youth Empowerment.

Aligning its initiatives with 6 Sustainable Development Goals (SDG) set down by the United Nations, CCDT works to make the interventions impactful, working together with Government Departments, ICDS, Nutrition Mission, Municipal Corporations, Anganwadi and Health Posts to achieve scale and results.

Visit Us :- www.ccdtrust.org

Job Description– Strategic Lead (SL)- Programs

The SL Programs shall assist the Managing Trustees in conceptualizing, developing and overseeing effective implementation of programs and interventions designed in alignment with and to further the achievement of the strategic goals and vision of the organization.

Key Responsibilities:-

The SL Programs shall be primarily responsible for defining, conceptualizing, developing, designing and management of programs in keeping with the strategic needs of the organization. S/he will be the primary interface between the mid level team and the senior management of the organization. S/he shall be responsible for identifying the grassroots needs and molding program design to meet those needs most effectively while ensuring its alignment with the strategic vision of the organization. S/hewill report directly to the MT/COO.

The SL specific responsibilities include:

- Defining the strategic position of the programs unit and consequently its role in attaining organization goals
- Conceptualizing programs and projects with/without project implementation teams that reflect the needs of the organization and community.
- Developing project proposals in keeping with the strategy and goals and basis a situational analysis of the project area
- Assisting MT, senior management on visioning/ planning/ documenting to meet overall program and organization goals
- Working with project implementation teams to understand strategic goals and ownership of the project by the team. Helping them understand and articulate project goals, objectives, and outcomes and building in milestones at the outset against which progress can be

measured

- Supervising and guiding project staff to help build their capacities related to project implementation (planning, understanding of goals, objectives and approach and conceptual understanding and application on ground), process documentation, and reporting and data analysis
- Supporting project teams on analysis and use of data generated in the project
- Conducting and participating in capacity building programs related to programs, process documentations, reporting, data analysis etc
- Undertaking regular periodic reviews of projects. Review shall cover – progress monitoring (progress of steps taken to achieve objectives as well as expenditure analysis); ensuring all project documents (proposal, reporting formats, files and tools) are maintained as per requirement; identifying and resolving issues impacting achievement of goals and objectives; suggesting mid-course corrections wherever necessary.
- Reviewing and finalizing reports generated by project teams for internal organizational use and for submission to donor/funding organizations. Compiling consolidated program reports.
- Pitching proposals to funding agencies for generating funding support for projects implementation
- Liaising with Resource Mobilization division to source funding support from corporate donors wherever regular funding agencies are not forthcoming or to fill gaps
- Liaising and coordinating with funding and other partner agencies to ensure reporting and evaluation requirements are met
- Coordinating with the different divisions to ensure research, training, and project management, execution and evaluation requirements are met
- Attending to other responsibilities of significance that impact efficacy of programs implementation

Required Qualifications, Skills and Competencies:

- Post graduate in Social Work or Social Sciences
- 10-15 years experience in handling projects including 5-8 years of project management experience and at least two years of extensive work with funding agencies
- Proven experience in proposal writing, including conceptualizing and technical writing
- Strong leadership and teamwork skills
- Excellent oral and written communication skills
- Ability to coordinate people and processes
- Good understanding of social issues especially health, education and rights
- Knowledge of Marathi and Hindi preferred

Remuneration:- As per industry standards

Kindly apply with your updated Profile in a word format along with the following details:

- Current CTC
- Expected CTC
- Notice Period
- Total years of experience
- Skills Expertise
- Professional references Two (Name, Designation, Organization & Contact)

Contact:- Email us your resume on hr@ccdtrust.org latest by September 15th