

TATA TRUSTS

Role Details		
1.	Role	Programme Manager, Nutrition
2.	Program	Nutrition
3.	Location	Mumbai
4.	Nature of Employment	Fixed Term Employment (FTE - 3 years)
5.	Reporting to	Head, Nutrition

Role Overview:

This role shall lead the development, evaluation, and management of nutrition-focused proposals and grants. Responsibilities include strategic pipeline building, RFP development, budget assessments, stakeholder engagement, and end-to-end grant management. The role also involves cross-functional collaboration, content creation, and relationship management with partners and grantees.

Key Responsibilities:

1.	The incumbent will generate leads and build a pipeline of nutrition specific and sensitive concepts and proposals in alignment with thematic strategy and multi-year grantmaking goals.
2.	The candidate will curate problem statements from time to time, in consultation with team. Will co-develop and support in building RFPs.
3.	Undertake evaluation of relevant concepts and proposals for grantmaking at regular intervals and/or support program team in conducting the same.
4.	Undertake budget assessments for new proposals.
5.	Support in organizing sectoral meetings, roundtables, consultations, and workshops as per plan.
6.	Support team in desk review of strategy or action plan from time to time in consultation with Theme Head, Senior Advisor and Head of Programs. This will necessitate conducting desk research and real-life ground assessments and identifying potential needs.
7.	Work collaboratively with team members.
8.	The candidate will manage, monitor and supervise different programs and initiatives. End to end responsibility from onboarding grants, management and closure, adhering to processes, monitoring and supervision of grants/programs, offer support to grantees.
9.	Facilitate timely grant reports and fund disbursements to grantees.
10.	Independent grant management and may also require supporting other team members in this area.
11.	Identify learnings and lessons from projects and initiatives and develop knowledge products.
12.	Work in collaboration with other cross-functional units such as finance, legal, communications, others as and when required and assigned.
13.	Create high-quality content for a mixed audiences – like case studies, reports, concept notes, pitch decks, articles/blog posts, etc.
14.	Support in development of annual work plans and budgets collaboratively.
15.	Relationships management with respective grantees and partners.

Skills & Competencies:

- Problem solving
- Data and innovation orientation
- Strategic thinking & planning
- Agility and adaptability to organization level changes
- Planning, organizing, leading and supervising

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<ul style="list-style-type: none"> • High integrity, ethical, responsible and accountable
<ul style="list-style-type: none"> • Deep commitment and passion for the social development sector is necessary.
<ul style="list-style-type: none"> • Experience and knowledge in having worked in public health nutrition is highly desirable.
<ul style="list-style-type: none"> • Awareness and knowledge of field realities and social complexities with a focus on communities.
<ul style="list-style-type: none"> • Understanding of using theory of change-based program design and management.
<ul style="list-style-type: none"> • Prior experience in research and program evaluation will be an advantage.
<ul style="list-style-type: none"> • Experience and knowledge in landscaping and situation analysis, curating problem statements, theory of change, logical framework analysis or similar framework will be as asset.
<ul style="list-style-type: none"> • Skill in proposal development or assessment, and budget reviews will be an advantage.
<ul style="list-style-type: none"> • Experience in organizing or supporting organization of small to mid-size consultations will be desirable.
<ul style="list-style-type: none"> • Excellent communication skills with command over spoken and written English and Hindi.
<ul style="list-style-type: none"> • Knowledge of grassroots' realities and social complexities is essential.
<ul style="list-style-type: none"> • Proactive, self-starter, who can work collaboratively.
<ul style="list-style-type: none"> • Team player with good interpersonal skills.
<ul style="list-style-type: none"> • Proficient in computer skills (ie: Outlook, Word, Excel, PowerPoint, SPSS, Google Suite, etc.)
<ul style="list-style-type: none"> • Respect and practice diversity, equity and inclusion.
Essential Qualification & Experience:
<ul style="list-style-type: none"> • PhD / Master's or a PG Diploma in Public Health Nutrition/ Food and Nutrition Sciences / Community Health/ Global Health/ Public Health / and related disciplines.
<ul style="list-style-type: none"> • 5-10 years of experience in public health nutrition, food and related program development / research / policy. Prior experience in philanthropy and grant making will be an asset.