

TATA TRUSTS

Role Details		
1.	Role	Head, Affiliated Organisations Cell
2.	Grade	2B
3.	Function	Affiliated Organisations Cell
4.	Location	Mumbai
5.	Nature of Employment	On-rolls employee
6.	Reporting to	Senior Advisor, Tata Trusts

Role Overview:
The Head, Affiliated Organisations Cell will establish and lead a centralized platform to support and strengthen the governance, administration, compliance, finance and operational effectiveness of multiple smaller Tata Trusts and affiliated entities. The role will drive operational excellence, resource optimization, statutory compliance, and stakeholder management while ensuring alignment with the values, governance standards, and strategic priorities of Tata Trusts. The incumbent will act as the principal administrative leader for the Affiliated Organisations Cell, working closely with relevant stakeholders, both internal and external, to improve efficiency, enhance institutional effectiveness and enable long-term sustainability of the Trusts.

Key Responsibilities:	
1.	Establish and operationalize the Affiliated Organisations Cell as a centralized governance and administrative platform for multiple trusts and affiliated entities.
2.	Drive consolidation and standardization of core functions including administration, finance, taxation, compliance, HR, travel, and shared services.
3.	Develop and implement strategic plans to ensure efficient resource utilization across all Affiliated Organisations Cell initiatives.
4.	Lead the setup, expansion, and operations of educational institutions falling within the ambit of the Affiliated Organisations Cell.
5.	Build and manage strategic partnerships.
6.	Engage with municipal authorities to align initiatives with civic requirements and expectations.
7.	Design and implement structured education models, including segmentation by medium (e.g., English, Gujarati).
8.	Strengthen governance by ensuring Tata representation on boards of Affiliated Organisations Cell.
9.	Drive strategic ownership, including securing majority or controlling stakes in Affiliated Organisations Cell, where appropriate.
10.	Oversee capital allocation to ensure prudent investment and funding for high-impact initiatives.
11.	Identify and execute mergers and consolidation opportunities in compliance with legal and regulatory frameworks.

Stakeholders	
Relationship (within organisation)	Leadership Team, Function Heads, Departmental Teams
Relationship (outside organisation)	Auditors, Government Officers, Regulatory Authorities

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Skills & Competencies:	
• Strategic leadership and institution building.	
• Governance and Board management.	
• Trusts, foundations and not-for-profit administration.	
• Financial and operational management.	
• Regulatory and statutory compliance.	
• Stakeholder engagement and influencing skills.	
• Change management and organisational transformation.	
• Resource optimization and shared services design.	
• Strong execution and problem-solving capability.	
• High degree of integrity, judgment and discretion.	
Essential Qualification & Experience:	
• Postgraduate degree in Management, Finance, Public Policy, Law or related discipline from a reputed institution.	
• 15–20 years of experience in leadership roles spanning operations, administration, governance, finance or institutional management.	
• Demonstrated experience managing complex multi-stakeholder organisations, trusts, foundations, public institutions or large corporate shared-service environments.	
• Strong understanding of governance frameworks, regulatory compliance and board processes.	
• Proven track record of driving organisational transformation, consolidation initiatives and operational excellence.	
• Candidates with Gujarati language proficiency will have an added advantage.	
• Willingness to travel extensively.	