

TATA TRUSTS

Role Details		
1.	Role	Program Associate
2.	Grade	6 or 7
3.	Function	Program
4.	Location	Mumbai
5.	Nature of Employment	Fixed Term Employment for 3 years
6.	Reporting to	Theme Head

Brief Job Description:	
1.	<p>Grant Development</p> <ul style="list-style-type: none"> • Manage the full lifecycle of grants, including identification, application, selection, funding, monitoring, and reporting. • Grantee/ implementation partner onboarding including (programmatic and financial) due diligence process, orientation, and grant development responsibilities. • Support the programme team in circular preparation, funding structure of program including budget development, programmatic analysis and ensure objective alignment with the program objectives. • Develop and implement clear processes and timelines for grant applications, reviews, approvals, disbursements, and reporting.
2.	<p>Grant Management and Reporting</p> <ul style="list-style-type: none"> • Serve as the primary point of contact for grantees throughout the lifecycle of the grant, providing guidance and support to ensure project success. • Manage a portfolio of active grants, tracking deadlines, deliverables, and budget expenditures. • Monitor grant budgets and ensure funds are used effectively and efficiently. • Monitor grantee compliance with grant terms and conditions, including reporting schedules, financial requirements, and other obligations. • Ensure that all grant documentation, including contracts, proposals, reports, and compliance forms, are accurately maintained and up to date. • Develop and maintain a grant tracking system to ensure timely disbursement, reporting, and compliance with organizational requirements. • Assist grantee and recommend changes in program actions (including extensions/ reallocation/ enhancements/ reductions) • Provide analytical support to program teams on programmatic and financial health • Manage grant closure process
3.	Work with the Theme Head and other members of the program team on budget oversight and analysis, as required. Maintain and share MIS trackers for the lifecycle of program/ GMS management and Annual Work Plan tracking.
4.	Collaborate with the finance team to ensure accurate and transparent fund allocation and expenditure reporting.
5.	Coordinate with internal and external stakeholders for effective management of the programmes.
6.	Provide support in creating and managing the annual budget for grant programs.

Key Accountability:	
1.	Proposal & budget management
2.	Thematic budget oversight
3.	MIS & reporting
4.	Procurement process management
5.	Stakeholder management

TATA TRUSTS

Stakeholders	
Relationship (within organization)	Support functions (Finance & accounts, Legal, Procurement)
Relationship (Outside Organization)	Grantees, implementation partners

Job Specifications

Knowledge:
<ul style="list-style-type: none">• Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and familiarity with grant management software.
<ul style="list-style-type: none">• Strong financial acumen and experience with budget preparation and financial reporting for grants.
<ul style="list-style-type: none">• Excellent project management skills, including the ability to prioritize and manage multiple projects simultaneously
Competencies & Skills:
<ul style="list-style-type: none">• Data analytics
<ul style="list-style-type: none">• Data orientation
<ul style="list-style-type: none">• Planning & organizing
<ul style="list-style-type: none">• Financial acumen
<ul style="list-style-type: none">• Agility
<ul style="list-style-type: none">• Problem solving
Experience:
<ul style="list-style-type: none">• 3 – 5 years in a similar role (Development sector experience preferred)
Qualification:
<ul style="list-style-type: none">• M.Com/ MBA (Finance)/ Post Graduate in Rural Development