

TATA TRUSTS

Role Details		
1.	Role	Manager, Individual Grants Education
2.	Grade	4
3.	Program	Individual Grants, Education
4.	Location	Mumbai
5.	Nature of Employment	Full-time Employee
6.	Reporting to	Senior Manager – Individual Grants Programme (Education)

Role Overview:
Manage end-to-end implementation of assigned Individual Grants Education programs across Tata Trusts, including program planning, outreach, application management, screening and shortlisting, coordination of evaluations and interviews where applicable, stakeholder management, disbursement tracking, documentation, reporting, and continuous process improvement to ensure effective and timely program delivery.

Key Responsibilities:	
1.	Own end-to-end execution of assigned programs, including planning, timelines, outreach, application cycles, review processes, selection coordination, and post-approval follow-through.
2.	Review program applications and supporting documentation, ensure quality of screening and shortlisting, and coordinate assessments, interviews, and selection workflows as required.
3.	Manage relationships with applicants, educational institutions, internal teams, and other relevant stakeholders to ensure smooth program operations and responsive communication.
4.	Track program progress, maintain accurate records on relevant systems and MIS platforms, and generate periodic reports, dashboards, and insights for management review.
5.	Monitor budgets and disbursements, coordinate with Finance and other internal functions, and ensure compliance with approved processes, timelines, and documentation requirements.
6.	Identify operational gaps and recommend improvements in processes, systems, and stakeholder engagement to strengthen program effectiveness and delivery quality.

Stakeholders	
Relationship (within organization)	Program team, Finance & Accounts, Monitoring & Evaluation, Legal/Compliance, Communications, and Leadership team
Relationship (outside organization)	Applicants, educational institutions, implementation partners, evaluators/interview panel members, and service providers as applicable

Skills & Competencies:
<ul style="list-style-type: none"> Strong program management skills with the ability to manage multiple workstreams, timelines, and stakeholders simultaneously.
<ul style="list-style-type: none"> Strong analytical, documentation, and problem-solving skills, with attention to detail and process orientation.
<ul style="list-style-type: none"> Proficiency in MS Excel, presentations, reporting tools, and program management/MIS platforms.
<ul style="list-style-type: none"> Effective communication, stakeholder management, and coordination skills across internal and external groups.
<ul style="list-style-type: none"> Ability to work independently, exercise sound judgment, and drive execution with accountability.

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Essential Qualification & Experience:
<ul style="list-style-type: none">• 8–10 years of work experience in program management, grants management, or project implementation, in the development/non-profit sector.
<ul style="list-style-type: none">• Graduate/Postgraduate degree in Development Studies, Social Sciences, Business Administration, Public Policy, Finance, Education, or related fields.
<ul style="list-style-type: none">• Experience in managing end-to-end program cycles, coordinating with multiple stakeholders, and handling budgets, reporting, and operational processes.