

Basic Information			
Position Title	Manager - Women’s Empowerment	Location	Mumbai
Organisational Relationship			
Position reporting to	Senior Portfolio Manager – Women’s Empowerment		
No. of direct reportee	0		
Job Purpose			
<ul style="list-style-type: none">- Scoping of organizations working in the space of Women’s Empowerment- Executing high impact grants- Monitoring and evaluating the existing NGOs against certain key performance indicators			
Key Responsibilities			
Managerial Responsibilities	<ul style="list-style-type: none">- Monitoring the work and ensuring that the deliverables are as per expectations within defined timelines- Manage internal communications		
Functional Responsibilities	Core responsibilities		
	Investment strategy		
	<ul style="list-style-type: none">- Execute the portfolio strategy that is aligned with overall investment strategy of EdelGive- Support in formulation of investments strategy and capacity building functions- Identify and support for process improvement initiatives for enhanced efficiency and effectiveness for EdelGive		
	Grant making and grant management		
	<ul style="list-style-type: none">- Management of grants for existing NGO partners- Scoping of grassroots organizations working for Women’s Empowerment- Conduct reviews of grants with NGOs and support review process- Support in finalising grant applications and preparing investment notes for approval- Coordinate with NGO partners to finalize agreements- Honouring commitment timelines and ensuring on-time disbursements to NGO partners- Work with multiple technological applications during various stages of the overall process		
	Monitoring		
	<ul style="list-style-type: none">- Support in identifying parameters of monitoring with support from M&E Team- Review and presentation of progress reports and utilisation of grants.- Maintain regular updates for grant progress- Execute evaluations of grants with support from team lead as per plan.- Support for donor reporting and external communications- Coordination with NGOs for reports, field visits, and other support for GROW		
	Managing Collaboratives		
	<ul style="list-style-type: none">- Execute activities planned under collaboratives- Support in ensuring effective management of collaboratives by coordinating with multiple stakeholders (NGOs/technical service organisations, etc.)- Ensure smooth execution of collaboratives for optimal impact		
	Capacity building		
<ul style="list-style-type: none">- Support Capacity Building team in identifying the areas of interventions for NGOs,- Observe and update results of capacity building inputs			

	<ul style="list-style-type: none"> - Encourage organizations to undertake capacity building programs Other responsibilities <ul style="list-style-type: none"> - Support Investments Head in identification and mitigation of risks - Support EdelGive Leadership for preparing internal and external briefs
Job Requirements	
Qualifications	Masters in Social Work /Sociology/ Development Studies/Anthropology/ Rural Management
Experience	At least 3-5 years of experience of working in social development sector
Functional Competencies	<ul style="list-style-type: none"> • Domain knowledge
	<ul style="list-style-type: none"> • Corporate Social Responsibility
	<ul style="list-style-type: none"> • Due Diligence
	<ul style="list-style-type: none"> • Communication skills (Oral and Written)
Behavioural Competencies	<ul style="list-style-type: none"> • Problem solving
	<ul style="list-style-type: none"> • Critical thinking
	<ul style="list-style-type: none"> • Collaboration capabilities
	<ul style="list-style-type: none"> • Process orientation
	<ul style="list-style-type: none"> • Teamwork