



Job Title: Director of Operations

Reports to: CEO

Position: Full-time

Location: Mumbai

Job Summary: Director, Operations will contribute towards the strategic planning, program implementation and scaling of the program. They will work closely with CEO and senior management team.

We are looking for someone who has:

- Masters in Social Work or Public Health or equivalent degree/relevant work experience (At least 7 years in social sector with at least 3 years of program management of a nutrition/health initiative)
- Experience in running large scale community interventions and managing various stakeholders
- Willing to travel across Mumbai and Bhiwandi and other parts of India for partnerships
- Strong analytical skills
- Good written and spoken communication in English (Marathi preferred)
- Should enjoy working in a fast paced, startup environment
- Entrepreneurial
- Possesses high levels of ownership and ability to learn on the go
- Enjoys looking at details and comfortable asking hard questions
- Derives motivation from/believes in dignity and equity for all
- Thrives in the uncertainty that comes with solving complex social issues with a strategic, systemic lens
- Willing to invest time and learn about nuances and interrelations of various facets of malnutrition
- Knowledge about the first 1000 days preferred, not compulsory.

KEY RESPONSIBILITIES:

Program Management

- Redesigning the program activities based on filed needs in alignment to the organisation goals and priorities and the field realities
- Reviewing data periodically and utilize findings for improving current interventions
- Ensuring government relations and permissions are in place for all the program
- Identifying networking opportunities with external agencies in line with FMCH Mission and Vision and execute partnerships
- Working with external creators to develop, document and standardize all programs and IEC material of the programme
- Reviewing the reports and documentation of the project

FMCH India (<http://www.fmch-india.org>) works in economically underprivileged communities to provide full access to Preventative Health and Balanced Nutrition. We dream of a world where the potential of each child is not limited by poor early health or malnutrition.



Team Management

- Managing a team of 60+ field workers by empowering the leadership of the Managers
- Providing effective management and technical support to team in programme implementation by setting up processes, building leaderships skill, coaching the team members etc.
- Reviewing and providing critical analysis of team's outputs
- Periodically reviewing and assessing team's performance based on data
- Supporting the managers in ensuring community participation and imparting actionable knowledge through the community officers
- Technical support for the team - ensure that project team understands local health, social and nutrition issues and can articulate them
- Ensuring FMCH core values are practiced while conducting activities
- Conceptualizing trainings as per the need of the staff

Partnerships

- Identifying, developing and nurturing relationships with Implementation partners of all sizes to reach scale
- Periodical meetings with stakeholders for identifying new avenues of partnerships, review of the progress with essential course corrections if needed
- Manage the partnerships vertical along with the CEO and the Partnership Manager

Donor Management, Grant writing and Reporting

- Conducting regular meetings with the donors ensure smooth communication
- Present the field reports to the Board, donors and the Management team every quarter/month in a timely manner
- Writing and managing new grants for expansion of project and continued funding

Finance and Organisation Development

- Strategic and programme planning along with the team
- Overseeing HR functioning for the team along with the HR manager – documents for new staff, performance review and appraisals of the team, relieving process, monitoring of leaves, work timings, etc.
- Addressing the staff issues arising during routine functioning, discuss the same with CEO/SMT if needed

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OTHERS

- Participate and contribute to the research, studies undertaken by the organization
- Stays updated about innovations on health and malnutrition issues, including latest trends specialized treatment facilities available at various hospitals and protocols, best practices being developed/practiced globally
- Facilitate trainings for different stakeholders as per need
- Any additional responsibility given by the organization

Remuneration: 9.6 – 12 LPA CTC (depending on experience)

If you would like to apply for this role, send your CV to contact@fmch-india.org keeping shruthi.iyer@fmch-india.org in CC. Typical recruitment process for this roles takes about 2 weeks. Immediate joining.