**Job Description**

**Udayan Shalini Fellowship Program (USF)**

**Position title** : Regional Manager

**Working mode** : Work from Office in New Delhi

**Salary range** : 10-12 LPA

**Reporting to** : Program Head - USF

**Travel requirement** : Intermittent travel in northern India

**About Udayan Shalini Fellowship:** TheUdayan Shalini Fellowship program of Udayan Care is a unique academic excellence and leadership development program for deserving and talented girls from underserved backgrounds, aiming to turn them into Shalinis - empowered and dignified women. Each fellow stays in the program from grade 11th till she finishes her graduation, for an average period of 5-6 years.

**Purpose of the Role:** The role of the Regional Manager is critical to the success of Udayan Care's initiatives. This is an opportunity for a highly motivated individual to play an important role in managing the program implementation. The position would work closely with the volunteers, senior leaders, and vertical heads, viz. Fundraising, Accounts, Communications, and HR at the Head Office in Delhi.

**Roles and Responsibilities**

The position will spearhead the Udayan Shalini Fellowship Program in northern states of India. The detailed roles and responsibilities include:

**Program planning, implementation, management, and expansion:**

* Prepare annual budgets and track the expenditure.
* Supervise program implementation and adhere to the timelines.
* Build partnerships and alliances to tap opportunities for collaboration with academic institutions, skilling institutes, and employers for our beneficiaries.
* Manage volunteer relationships. Identify and recruit more volunteers as resource persons and mentors.
* Meet beneficiaries and their families, resource persons, mentors, donors, and other stakeholders, to collect feedback and suggestions for program improvement.
* Ensure effective alumnae engagement in the USF Program and bring back alumnae as donors, mentors, and resource people.
* Engage with donors, media, and other external stakeholders and represent Udayan Care on different platforms.

**Documentation, Monitoring, and Reporting:**

* Review the reports, anecdotes, collaterals, etc. to provide inputs for creating good-quality reports.
* Share expense reports with analysis at regular intervals to the finance department.
* Working closely with the finance, HR, fundraising, and other departments as and when required.
* Review program data entry status in ERP, share quality concerns with the team and improve the data quality standards.
* Review the process of data collection from the field and provide critical inputs for improvement, if needed.

**Team management:**

* Lead, guide, and motivate the program team in respective chapter/s.
* Identify the learning needs of the team members and align them with capacity-building sessions for team members.
* Develop a second line of command through capacity building and delegation of responsibilities.
* Engage with the team to develop a ‘Culture of Joy and Appreciation’ in the office.

**Experience and qualification:**

* 8-10 years of experience in working with implementation and management of education programs
* Excellent written and spoken skills in Hindi and English languages
* MSW/MBA in social development
* Should have managed 10-15 people team

*Details about Udayan care and Udayan Shalini fellowship can be accessed on our website with this link:*

* *About Udayan Care:* [*https://udayancare.org/*](https://udayancare.org/)
* *About Udayan Fellowship Program:* [*https://udayancare.org/udayan-shalini-fellowship/udayan-shalini-fellowship-programme*](https://udayancare.org/udayan-shalini-fellowship/udayan-shalini-fellowship-programme)

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