



Job Title : Program officer – Growth & Sustainability
Location : Gurugram, Haryana (Head Office)
Reporting To : Sr. Program officer – Growth & Sustainability

About the company: SRF Foundation formerly known as the Society for Education and Welfare Development, was set up in the year 1982 as the Corporate Social Responsibility (CSR) arm of SRF Limited. SRF Foundation started by setting up The Sri Ram Schools (TSRS) and academically supporting SRF Vidyalaya under the vision of Padma shri Late Mrs. Manju Bharat Ram. The foundation builds on the heritage of its founder, late Sir Shri Ram and Late Dr. Bharat Ram, who were instrumental in the establishment of institution such as The Lady Shri Ram college, Shri Ram College of Commerce, The Shri Ram Research Institution, The Anglo Sanskrit School and many others.

Working closely with the local communities, SRF Foundation partners with like-minded organizations and other NGOs to develop and execute innovative solutions and with state government to create and scale sustainability impact to bring smile on the faces of some of the most vulnerable members of society through high impact intervention in education, livelihood, health, environment & art and culture.

Key Responsibilities: (specific key duties/responsibilities of position)

Partnership Management:

- Develop partnership with like-minded agencies who excel with connected thematic areas.
- Preparing a project proposal with the concern team about all project deliverables and budget
- Preparing an agreement that is signed by all parties, and ensuring that funds distribution
- Timely submission of UCs, AUCs, 80G receipts and other related compliances to the partners
- Maintaining the partnership matrix through updating the data on timely basis
- Be responsible for all kinds of confidential documents on partners and program related matters

CSR Compliances:

- Coordinate with the SRFF team to collect project proposals and completion reports for SRF CSR projects
- Prepare social portion of ESG reports, and annual reports of SRF Limited
- Prepare the SRF CSR budget with the concerned program team
- Organize SRF Foundation's events like monthly webinars, workshops, capacity-building, sessions and employee engagement activities, Annual Meet, SRF CSR Council Meet
- Filling various award nominations coordination with concerned program heads
- Be responsible for developing system and processes within the organization in coordination with reporting manager
- Prepare program progress reports, PPTs, Photo Stories and SRFF dashboard on quarterly basis

Skill and Knowledge Requirements:

- Partnership management
- Proposal writing
- Advance Microsoft office, Google Docs, Google Sheets, Google Forms, Google Slides
- CSR / NGO compliances
- Excellent English oral and written communications skills
- Ability to visualize and write concise and comprehensible content



- The ability to learn fast and to work collaboratively in teams and independently as a self-starter
- Being detail-oriented, with strong analytical and critical-thinking skills

Essential Requirement :-

- Minimum 2 years of experience
- Master / bachelors in CSR/ social work/ development studies /public policy/ related streams
- A higher priority will be given to additional certificates or fellowship

Compensation: Based on experience