



1228 Harker Avenue , Palo Alto, CA 94301- 3422
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office@makerbhavanfoundation.org

Program Manager – Innovation programs

Location: Mumbai India

About US: Maker Bhavan Foundation is a California based public charity that works with both public and private engineering colleges in India to build academic maker spaces for tinkering & prototyping; create collaborative classrooms to introduce project-based curricula and support leadership training and courses that teach innovation and ‘soft’ skills. Our aim - to have at least 50 Higher Education Institutes adopt these methods in the next 5 years. More about Foundation [here](#).

Job Summary: The Program Manager (PM) – Innovation will lead the Foundation’s flagship programs, including the Vishwakarma Awards, Invention Factory, Technovation Sandbox and more. This role demands a strategic, proactive person with the ability to independently design and optimize processes to drive measurable program impact. The Program Manager needs to shape innovation strategy, ensuring flawless execution and impactful results. A strong grasp of emerging technologies and innovation trends is essential, along with the ability to build partnerships within the tech and innovation ecosystem, expanding the Foundation’s influence.

The Project Manager will work directly with Executive Director-Operations and report to the CEO.

Responsibilities:

- ☐ Manage and Implement Vishwakarma Award, Invention Factory, Technovation Sandbox, as well as any future programs of the foundation under its Innovation track.
- ☐ Develop appropriate structures, processes, best practices for the above-mentioned programs; document the same (SOPs, databases etc) drive implementation and conduct periodic reviews and update documentation.
- ☐ Responsible for MOU commitments and timelines while coordinating with faculty, students, PI’s (Professor in charge) at partner institutions, to monitor and track activity, ensuring teams are aware of timelines, milestones and deliverables with the objective of time bound project implementation.
- ☐ Implement evaluation and assessment exercises of programs and track KPI as well as impact.
- ☐ Produce accurate and timely impact reports throughout the life cycle of each of the programs highlighted.
- ☐ Oversee the data management, and keep a trail of raw data for further analysis.
- ☐ Establish partnerships and maintain those with external organizations useful to our goals in the innovation track.

Minimum qualification and experience:

- ☐ A Master’s degree in any management stream. Knowledge of updated technology will be an added advantage.



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- ☑ Professional full time work experience of a minimum of 5-7 years in project management and process development.

Required expertise:

Essential expertise

- ☑ Exceptional communication and relationship-building skills
- ☑ Stakeholder Management skills
- ☑ Event management experience would be a plus.
- ☑ Proactive, process-driven and able to work independently with minimal supervision.

Desired expertise

- ☑ A passion for research to keep oneself updated.
- ☑ Proficiency in WordPress, Mailchimp, Excel, MS Word, Powerpoint Mail Merge Microsoft & Google enterprise software.
- ☑ Probation will be for 6 months from the date of joining. Based on a performance evaluation at 6 months, the appointment will be confirmed. Applicants are not eligible for paid leave during the probation.

Compensation:

- ☑ Remuneration will be based on competency and we will be building MBF together. Salary range for this role will be INR 7- 9 lakhs per annum to begin with. We are hoping you grow with the organization, and we will revise salaries as we grow.

Application Process:

- ☐ Please submit your cv with a cover letter to Ms. Namita Lobo at namita.lobo@makerbhavanfoundation.org
- ☐ If shortlisted, there will be two rounds of interviews, and some pre-work at your end.
- ☑ Selection process can take up to 3-4 weeks to complete.