



## **Program Manager**

- Reporting To: Head of Operations
- Location: Mumbai
- Seniority: Manager Level (10-12 years preferred, with a minimum of 4 to 5 years in makerspace ecosystem setup)
- Language requirement: Marathi and English

## **The Strategic Mandate**

STEM Shiksha Foundation, a non-profit company working to enable Science, Technology, Engineering, and Math (STEM) education and research in India. We are looking for a Program Manager in Maharashtra, India. Your mission is two-fold: acting as the primary **strategic liaison** between government bodies, college leadership, and faculty, while simultaneously serving as the **lead facilitator** for hands-on innovation.

You will lead the expansion of makerspaces in Maharashtra, ensuring they are not just rooms full of equipment, but high-functioning centres of experiential learning. You will manage the entire lifecycle-from maintaining relationships with Higher Education Institutes (HEIs) in Maharashtra to mentoring the student teams, Technicians and Faculty/Professors in charge. This isn't just an administrative role; it's a chance to build the future of technical education. You will be at the forefront of the "Make in India" movement, directly influencing the next generation of engineers and entrepreneurs.

## **Key Responsibilities**

### **1. Project Management and liasoning (30%)**

- Drive the end-to-end implementation of the State Government partnership, ensuring each lab hits infrastructure and operational milestones within the stipulated timelines.
- Act as the central node to synchronize efforts between government officials, college, and the leadership, proactively resolving bottlenecks in funding, logistics, or faculty adoption.
- Serve as the regional/state point of contact for government stakeholders, ensuring compliance with partnership requirements and providing regular impact reports.
- Work closely with College Leadership (Principals/Directors) and Faculty-in-Charge to integrate lab activities into the broader academic vision.
- Scout and secure industry partnerships for guest lectures, sponsorships, and real-world project opportunities for students.

### **2. Training & Capacity Building (30%)**



- Conduct training sessions to empower faculty, staff to independently facilitate tinkering activities, ensuring the "Maker Mindset" is institutionalised.
- Develop and deliver structured workshops on design thinking, rapid prototyping, and emerging technologies (IoT, 3D printing, Robotics, etc.).
- Coordinate with faculty and experts to advise on curricular integration of the labs, direct the design of "Project-in-a-Box" modules and credit-bearing courses that transition students from theory to Design Thinking and Prototyping.
- Identify further opportunities for faculty development and capacity building

### **3. Lab Operations & Growth (25%)**

- Facilitate the setup of new makerspaces, aligning with the Foundation's national roadmap, with Engineering institutions/Polytechnics to establish Stakeholder Management.
- Oversee lab "birth"-from finalising equipment lists and procurement coordination to infrastructure readiness and "Day 0" activation
- Standardize and implement SOPs including those for safety, equipment maintenance, and project-based learning.

### **4. Impact and sustainability (15%)**

- Monitor utilisation rates, "machine-hours," and equipment uptime across all partner institutions in the region.
- Oversee the recruitment of Student Lab Managers to create a self-sustaining, peer-to-peer learning culture.
- Implement rigorous data collection to track student engagement, longitudinal skill gain, and prototype success.
- Facilitate direct high-decibel events like "Make-a-thons" and regional showcases to highlight the innovation emerging from the labs.

## **C. Candidate Profile**

We are not looking for a desk-bound administrator. We are looking for an Engineer-Artist—someone who is as comfortable with a soldering iron and a laser cutter as they are with a lesson plan and spreadsheet.

### **Experience & Qualifications:**



- Education: B.E. / B.Tech/ Diploma or any technical degree/vocational training equivalent. An MBA or experience in Public Policy is a significant plus.
- The Makerspace Pedigree: 4–5+ years of experience managing a FabLab, Makerspace, or Innovation Hub out of all the years of experience.
- Proven experience in working with students and handling multi-stakeholder projects (Academia-Government-Industry).
- Hands-on experience with CNC (routers, milling, 3D printing), PCB design, and micro-controllers (Arduino/Raspberry Pi).
- Ability to pivot your tone from technical deep-dives with students to high-level strategic briefings with government officials.
- Proven ability to manage budgets, timelines, and multi-stakeholder projects.
- Preference for fluency (written and verbal) in Marathi.

### **Measures of Success (KPIs) for the first 12 months**

- Successful setup and inauguration of XX number of new makerspaces approved by the Foundation's leadership.
- Successful completion of a number of faculty development programs and student workshops.
- Successful integration of makerspace in academic curriculum.

### **Compensation & Performance Incentives**

- Base Salary: Competitive, based on experience and seniority.
- Performance-Linked Bonus: In addition to the base salary, this role includes a variable incentive/bonus tied to instructional impact. This bonus is calculated based on the successful delivery and certification of:
  1. Faculty Training Programs and student workshops conducted.
  2. Standardised credit courses successfully integrated and completed by partner institutions.

How to Apply: Submit your CV and a brief "Maker Portfolio" (photos/videos of things you've built or workshops you've led) to [namita.lobo@makerbhavanfoundation.org](mailto:namita.lobo@makerbhavanfoundation.org).