



Job Description

Title: Project Manager

Reporting to: CEO and General Manager

Location: Mumbai – Goregaon-East

IRFT- International Resources for Fairer Trade was established under the Bombay Public Trust Act in 1995. It is a non-profit organization that represents the marginalized, underprivileged sections of the society, specially the most vulnerable ends of the supply chain- the producer and the consumer. IRFT has been working at the intersection of business and development for the last 28 years, giving farmers and artisans access to mainstream markets, enhancing livelihoods in a sustained and holistic way. While encouraging corporates to instill social responsibility and transparency into their core values, IRFT upholds, intervenes and actively engages, with all stakeholders to ensure 'Continuous Improvement' of a clean and fair supply chain.

Desired Candidate Profile:

Qualification- Any graduate or post graduate with relevant experience.

Key Responsibilities

1. Project Management:

- Plan and coordinate project operations in alignment with project goals
- Implementation, monitoring and reporting of projects.
- Development and delivery of training.
- Manage and coordinate with the project execution team.
- Prepare detailed reports upon completion of the project.
- Conduct Impact Assessments.
- Develop case studies for executed projects.

2. Project Team Management:

- Provide project stewardship and team mentorship.
- Monitor and evaluate the progress of the project and the team.
- Build leadership team and empower team leaders with clear roles and responsibilities.
- Implement motivational team programmes and bi-annual team-building activities.

3. Reporting and Documentation:

- Establish and maintain an effective reporting system.
- Develop a growth plan for the team members individually.

4. Business Development and Partnerships:

- Consolidate new business areas and partnerships.
- Sustainable business partnership with strategic intervention.
- Expand the scope for new partnerships and collaborations.

5. Social Media Plan:

- Explore and implement a robust Social Media Plan for strategic positioning of IRFT for the next five years.

Requirements:

- Proven experience independent project management, preferably in the non-profit sector.
- Strong organizational and leadership skills.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and coordinate with diverse teams.
- Proficient in strategic planning and execution.
- Familiarity with CSR initiatives and data management.
- Demonstrated ability in building and maintaining partnerships.

You can send your resume at admin@irft.org