



Position: Program Associate- Avantika Foundation

<https://www.linkedin.com/company/avantika-foundation>

Location: Bangalore

About Avantika Foundation: Avantika Foundation is a Section 25, not-for-profit organisation working towards its mission of “Building the civic muscle of women” in rural Karnataka. From 2012, Avantika Foundation has been working towards strengthening the 73rd amendment of the Indian Constitution by doing OD (organisation development) work in panchayats. With the change in leadership at Avantika the focus now is more on building the ecosystem to support the women in SHGs participate more effectively in the local governance.

Our Values: We believe in the power of each woman and the power of an inspired collective. We have unwavering faith that women, with a little nudge, can transform lives; their own, their family’s and communities. We dream of a world where women from all walks of life, take charge and change the world one action at a time. At Avantika, we dream big. We like having crazy “impossible” dreams. We like to think, talk and take action. We are also firm practitioners of action oriented research.

Overview of the role

The Program Associate will report directly to the Directors of Avantika Foundation.

1. **Research & Writing:** Conduct surveys, in depth research and documentation regarding Avantika's intervention, grant process documents, case studies etc.
2. **Design & Strategy:** Strengthening methodologies, curriculum and change management processes
3. **Fundraising & Partnerships:** Stay up to date with grants, ngo partners and potential donors. Set in motion, operationalise and nurture strong partnerships for implementation of the intervention.
4. **Project Management:**
 - Work closely with NGO partners and Community Based Organisations for the implementation of the intervention.
 - Ensure periodic reviews and documentation of the project to ensure its as per schedule including but not limited to reports.
 - Administrative work related to the intervention.



We'd like you to:

- Have a passion for working with women in rural areas
- Have excellent communication skills
- Be detail oriented and a compulsive documenter
- Be comfortable working in Google Workspace and related collaborative platforms
- Enjoy creative environments, experimentation and action oriented work
- Be willing to travel and conduct research on ground from time to time
- Have experience in field work and project management
- Be resourceful and able to take ownership of all roles and responsibilities
- Know Kannada - as an added advantage

What we offer is a platform for you to make a tangible impact on social issues and people. Your skills can help change lives for the better. If you feel this is the job you would want to do, write to us and let us discuss.

Essentials for applying:

1. Email your resume to info@avantikafoundation.org and answer these questions in the email:
 - How does this job and organization interest you?
 - What makes you the right person for this position?
2. Please provide two professional references with their names, professional relationship and contact details