

About Ashraya Hastha Trust

Ashraya Hastha Trust is a non-profit trust established in May 2000 by Major S. Nanjundiah (retired) with his family members, Dinesh K, one of the founders of Infosys and his wife, Asha Dinesh. In 2014, Divya Dinesh and Deeksha Dinesh, grandchildren of Major Nanjundia, also joined the board of trustees and helped in expanding the the foundation's scope of work to fully realise the vision of promoting the dignity, coexistence and wellbeing of all lives, human and non-human. The organisation currently engages in grant making across 6 focus sectors - Health, Environment, Animal Welfare, Livelihoods, Education and Disaster Relief.

AHT's goal is to scale into a 1000 crore grant making organisation in the coming 10 years, with an expanded focus on capability building and incubation of non profit organizations. Given the fast pace of growth, AHT is looking to expand its team in the coming few months and are looking for individuals aligned with their core values and mission to join them on their journey to create impact

Job Title: Portfolio Manager

Reports To: Sr. Portfolio Manager

Salary Range: INR 5 Lakh - INR 7 Lakh (Commensurate with experience and profile)

Based at: Bangalore, Karnataka

Description:

The portfolio Manager will play a central role in the developing portfolio strategy for Ashraya Hastha Trust, lead end to end grant management within the assigned portfolio and be responsible for networking and partnerships for the organization

Responsibilities:

1. Portfolio Strategy

- S/he will be responsible for leading development of portfolio-level strategy for Ashraya Hastha Trust
- Develop the rolling & annual work plans for the focus areas and the team
- Conduct budgeting & forecasting for grantee projects and other initiatives aligned with rolling work plan
- Examine the ecosystem and generate new ideas as well as initiatives
- Capture trends, opportunities and come up with new projects relevant to the priority sectors
- Be a key member of the Ashraya Hastha Trust team, institute innovation towards the long-term growth of individual focus areas and the larger institution
- Build, structure and develop knowledge to share internally within the organization

2. Grant Management

- Lead end to end grantee selection ranging from sourcing of grants to project design in line with the strategic goals of the Foundation
- Ensure that the proposed programs are designed to be feasible on the ground, viable and within the proposed budget and will create scalable impact on the ground
- Process grant applications and disbursement of funds for grantee partners
- Handle partner-related grant issues and handhold new partners through the grant application process, as required.
- Govern monitoring & evaluation indicators at grant level on a regular basis
- Renew partner agreements in a timely manner and manage other partner account related issues.

3. External Engagement/Partnerships

- Develop and manage relationships with identified external stakeholders
- Lead assessment & selection of partnership opportunities
- Represent Ashraya Hastha Trust at key forums, conferences, events to build our network and generate potential leads

Candidate profile:

A. Qualification:

- MSW/MBA/ Equivalent graduate from an esteemed university within or outside India

B. Experience:

- Minimum 5 years of relevant work experience

C. Capabilities:

- Alignment with the values, vision and mission of Ashraya Hastha Trust
- Demonstrated commitment to the sector, prior experience of having worked in the social impact space
- Expertise in program design methodology and techniques
- Good budget management skills, including budget preparation, analysis, decision-making and reporting
- Demonstrated ability to provide intellectual leadership in partnerships and resource mobilization
- Strong experience in managing development projects/ programs
- Proficient communication skills in English (Both Verbal and Written)

Please send us your latest updated resume along with covering letter at info@ashrayahasthatrust.org