

Position: Program Manager, Full Time

Location: Lucknow, Uttar Pradesh

About Vijay Foundation Trust (Association)

Vijay Foundation Trust (Association) is a non-profit organization with over 30 years of experience in social development. It works across multiple states to advance women's economic empowerment through research, pilot design and evaluation, development and rollout of the Women's Economic Empowerment (WEE) Index, collaboration with state governments, and implementation of entrepreneurship, skilling, and job-readiness initiatives for women.

Position Summary

The **Program Manager** will be a part of one of the Programs team at Vijay Foundation Trust, supporting the Senior Program Manager in research, program design and execution. The PM will work closely with the team to design and deliver large-scale programs that advance women's economic empowerment (WEE), through the following key area:

- **Government Engagement** – Supporting Vijay Foundation Trust's collaboration with central and state governments to shape policies, programs, and schemes that drive women's participation in the formal economy. The UP WEE team engages with the Planning Department in UP to devise programs which have the potential to boost female labour force participation rate in the State. Key stakeholders include multiple Government departments, CSOs and private sector companies.

The role will involve a mix of research, data analysis, and collateral creation with the goal of enabling scalable, systemic solutions. The role is ideal for the candidates who thrive in a dynamic environment that sits at the intersection of research, policy, and program implementation.

Key Responsibilities

- **Project management**

Lead programs of the UP-State level engagement, including program design, execution and overall monitoring and evaluation.

- **Technical Expertise**

Lead policy and program level research and development, leading to clear outputs such as white papers, reports, policy briefs, recommendation reports, etc.

- **Stakeholder Management**

Manage Stakeholder relationships in execution of program deliverables. Stakeholders would include government officials, CSOs, private companies, etc. Minimum government engagement would be with few departments, CSOs and private companies.

- **Documentation**

Deliver high quality outputs including decks, long form reports, research briefs, data analysis pieces etc.

*As job descriptions cannot be exhaustive, Program Manager may be required to undertake other duties as determined by the Senior Program Manager that are broadly in line with the above key responsibilities including but not limited to **official travel**.*

Qualifications & Experience

- **Education:** Master's degree in public policy, Economics, Development Management, Business Administration, Gender Studies, or related fields. Degrees from **top-tier institutes** preferred.
- **Experience:** **4–6 years** in project management, government engagement, or development programs; consulting experience is a plus.
- **Government & Program Exposure:** Experience working with **State Governments, Central Ministries, or large development programs**, preferably in gender, livelihoods, or entrepreneurship.
- **Strong Understanding of Data:** Skilled in **data analysis, reporting, and visualization**, with experience handling government datasets or corporate data. Demonstrate a **strong understanding of data**, including collection, analysis, reporting, and visualization, to track program outcomes and inform decision-making.
- **Documentation & Presentation Skills:** Expertise in drafting **policy reports, briefs, annual reports, and presentations** for senior stakeholders.
- **Excellent communication and interpersonal skills** - fluent in English and Hindi (written Hindi a plus).
- Entrepreneurial mindset with intellectual curiosity and problem-solving ability.

What We Offer

- Opportunity to work on a bold national agenda to advance women's economic empowerment.
- Exposure to high-impact policy research, programmatic interventions, and systems change strategies.
- A dynamic and collaborative team environment with mentorship from sector leaders.
- Professional growth and learning opportunities across Vijay Foundation Trust's partner and foundation network.

Contract Type & Period

This will be a fixed term employee contract.

The contract will initially be for a period of one year and can be extended thereafter based on performance.

Compensation

Compensation will be competitive with Indian philanthropy pay scales and will depend upon the candidate's qualifications and experience.

Application Process

Eligible candidates interested in the position are requested to upload their applications, using the link by or before **January 31, 2026**

Application link - <https://forms.gle/QUop5wHviRWrn8Et5>