

Nonprofit Program Manager Job Description Template

Copy-paste this ready-to-use template and customize for your organization.

Job Title: Program Manager

Organization: [Your Nonprofit Name]

Location: [City/State] or Remote/Hybrid

Reports To: Program Director / Executive Director

Job Type: Full-Time

About Us

[Brief 2-3 sentences about your mission, impact, and values — e.g., “We empower rural women through education and livelihood programs across 10 states, reaching 50,000 beneficiaries annually.”]

Job Summary

We are seeking a passionate and organized Program Manager to lead the design, implementation, and evaluation of our [specific program, e.g., education/health/livelihood] initiatives. The ideal candidate will combine strategic thinking with hands-on execution to drive measurable social impact while managing budgets, teams, and partnerships.

Key Responsibilities

- Develop and execute program strategies aligned with organizational goals.
- Manage end-to-end program lifecycle: planning, budgeting, implementation, monitoring, and reporting.
- Build and maintain relationships with donors, government bodies, community leaders, and partners.
- Supervise program staff and volunteers, providing mentorship and performance feedback.
- Design monitoring and evaluation (M&E) frameworks to track outcomes and impact.
- Prepare high-quality reports and proposals for donors and stakeholders.
- Ensure compliance with legal, financial, and ethical standards (e.g., FCRA, CSR guidelines).
- Identify risks and implement mitigation strategies.
- Represent the organization at events, workshops, and networks.
- Lead fundraising efforts for program sustainability when required.

Qualifications & Requirements

- Bachelor's/Master's degree in Social Work, Development Studies, Management, or related field.
- 3-7 years of experience in program management within the nonprofit/NGO sector.

- Proven track record of managing donor-funded projects (e.g., CSR, government grants).
- Strong project management skills (PMP or equivalent certification is a plus).
- Excellent communication, stakeholder management, and report-writing abilities.
- Proficiency in MS Office, Google Workspace, and M&E tools (e.g., KoboToolbox, Tableau).
- Fluency in English and [local language, e.g., Hindi/Tamil].
- Passion for social impact and alignment with our mission.
- Willingness to travel to field locations (30-50% travel).

Preferred Skills

- Experience with logical framework approach (LFA) and theory of change.
- Knowledge of FCRA, CSR compliance, and 12A/80G regulations.
- Familiarity with digital tools for remote program management.

Salary & Benefits

- ₹6–15 LPA (depending on experience and location).
- Health insurance, travel allowance, professional development budget, and flexible work options.

How to Apply

Send your resume and cover letter to [email] with subject “Application: Program Manager – [Your Name]” by [deadline].