



JOB DESCRIPTION

Role: Community Development Manager

Experience: 5-6 Years of conceptualizing, designing and implementation of Community Centric Projects

Location: Manipur (Will include extensive travel to other locations in the North-East)

Annual Salary: INR 5,40,000 – 6,00,000 (CTC)

About Sunbird:

Sunbird Trust is a non-religious and apolitical not for profit organization. Through the medium of education, it helps build bridges between various communities in conflict affected North East India and between people here and their countrymen elsewhere in India. Reaching out to the most underserved communities, irrespective of religion, caste or race, Sunbird Trust works to bring about lasting peace and understanding for a better future of self-reliance, dignity and hope.

Job Description:

Sunbird Trust is looking for a dedicated candidate to join our team in Manipur as a Community Development Manager. The Community Development Manager will help in developing leadership and capacity building in the community to ensure that the work Sunbird Trust does is sustainable.

1. Roles & Responsibilities:

- A. Develop a thorough long-term plan for the Community Development vertical and lead its various projects in all Sunbird locations
- B. Manage the community coordinators and associates and allocate roles & responsibilities across locations
- C. Have weekly check-ins with the Community Development team and help them set OKR (Objectives & Key Results), weekly and long-term goals, etc.
- D. Conduct trainings and research opportunities for the community team to upskill themselves
- E. Design and conduct PRAs / Baseline surveys to identify & understand skills, assets, problems and needs of the communities we work with.
- F. Conceptualize, design, develop, implement & monitor high quality programmes, projects and interventions which are coherent with the social, economic, environmental and cultural conditions of the communities that we work with.

- G. Develop organizational strategies and targets with the objective of building capacity across various stakeholders in the communities viz children, women, youth etc.
- H. Identify potential partners in areas related to health, education, livelihood, social and emotional wellbeing of the communities
- I. Produce high quality written reports on various programmes and projects implemented in communities.
- J. Represent Sunbird Trust at conferences and external meetings when required to further strengthen our knowledge and skill apart from networking with organizations in similar line of work.
- K. Manage and monitor budget lines and authorized expenditure within delegated limits
- L. Conduct regular monitoring exercise across various locations implementing community development projects
- M. Manage and develop effective relationships with statewide welfare agencies and emergency relief organizations
- N. Write project proposals, project reports and maintain all other relevant documents related to each and every project under implementation.
- O. Develop and maintain effective relationships with program partners and other stakeholders
- P. Help to raise public awareness on issues relevant to the community
- Q. Ensure all programs are aligned with Sunbird Trust's vision and purpose and are complementary to existing activities
- R. Ensure that the Community Development team is working in collaboration with Sunbird's partner schools and empowering the community in order to achieve sustainability in the work we do

2. Qualifications:

- A. Post-Graduation Social Work or Development
- B. Minimum 5-6 years of ground experience of execution of community development projects.

3. Required Skills:

- A. Excellent listening and observation skills
- B. Capacity building ability (transferring skills and knowledge)
- C. Relationship building and management
- D. Leadership & Mentorship
- E. Proposal and report writing skills
- F. MS Office proficiency
- G. A proactive approach to problem-solving with strong ethical decision-making skills.
- H. Strong verbal and oral communication skills

4. Must Have Mind Set of:

- A. Integrity
- B. Team Player with good interpersonal skills
- C. Proactiveness, Flexibility and adaptability

5. Application Process:

- A. Preliminary screening of profile
- B. Reference Check
- C. Personal Interview(s)

HOW TO APPLY?

Send us your cover letter and CV to careers@sunbirdtrust.com to apply.

1. Ensure that the subject line of the email is
<**Community Development Manager_Your Name**>
2. Ensure that your CV is mailed to us as
<**Community Development Manager_Your Name_CV**>