

JOB DESCRIPTION

Program Manager

Are you passionate about making a tangible impact on paediatric cancer and nutrition in India? [Cuddles Foundation](#) is seeking a dynamic Program Manager to lead, oversee, and optimise the operations of our nutrition-focused initiative across multiple hospital sites. This is an opportunity to blend your operational leadership skills with a mission-driven purpose to ensure better outcomes for children fighting cancer.

Responsibilities:

- **Budget Management & Resource Utilisation:** Collaborate with Zonal Heads and Nutritionists to manage hospital budgets and ensure efficient use of resources. Monitor donor fund utilisation and correct variances.
- **Leadership & Team Management:** Lead and support Patient Support Coordinators (PSCs), ensuring smooth operations at all centres. Provide guidance on resolving operational challenges and adherence to organisational SOPs.
- **Operational Excellence:** Ensure programs are executed efficiently, maintain program SOPs, oversee stock management, and manage vendor onboarding across hospital sites.
- **Reporting & Evaluation:** Conduct field visits, monitor program implementation, and provide data-driven insights to stakeholders. Develop detailed utilisation reports and ensure accurate documentation.
- **Training & Development:** Recruit, train, and manage PSCs, fostering a culture of continuous learning and sharing best practices.

Must-Haves:

- MBA/Postgraduate degree in Management, Business, or a related field.

- Minimum 5 years of experience in program/project management, preferably in multi-site nonprofit or for-profit sectors.
- Strong people management and leadership skills, with experience leading cross-functional teams.
- Proven track record in operational processes like budgeting, procurement, documentation, and resource allocation.
- Experience working with data and using insights to inform decision-making.

Skills:

Mission-Driven & Empathetic Leader: You're passionate about healthcare and want to make a difference. You lead with empathy, understanding the emotional and operational challenges of working in a high-impact healthcare environment.

Problem Solver Under Pressure: You thrive in fast-paced, complex environments, handling challenges with resourcefulness and focus. You offer practical solutions to operational and personnel issues.

Detail-Oriented & Data-Driven: You excel at managing budgets and reporting with a keen eye for detail, and you value using data to drive improvements.

Collaborative Yet Independent: While you love working with cross-functional teams, you're self-sufficient and capable of driving projects independently.

Adaptable & Culturally Aware: You're flexible in your approach, open to learning, and can adapt your leadership style to diverse, multi-site teams across India.

Location:

Mumbai

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