

Position Title

Senior Manager – Higher Education and Scholarships

Department/Function

Scholarship Program

Reporting to (Designation/Role)

Head of Programs

Ideal Age Bracket

35 – 40 years

Qualification

Post Graduate (Preferably Master's degree in finance, Business Administration or in the field of Social Work

Experience (in years)

Minimum 10 years' experience of handling large scale financial grants in the field of education/higher education and scholarships at national level.

Skill

- Candidates with good understanding and experience of higher education space, especially in TECH/STEM fields shall be preferred
- Proficiency in Microsoft Excel for data analysis and report generation
- Excellent communication and interpersonal skills, tele-calling.
- High awareness of developing Higher Education / Scholarship Programs.
- Developing professional relationships with Top Universities/Colleges.
- Donor Management Experience
- Experience in designing and Implementation of scholarship or Education Programs.
- Ability to create strategic plan & in depth competency in decision making

Key Roles & Responsibilities

Lead end to end management and handling of the Bharti Scholarship Program including Adarsh Sr Sec Scholarship

- Engagement and coordination with the scholarship management agency - Oversee the process of financial aid and scholarship applications, ensuring smooth enrollment of students and institutions as per the program design and governance standards and CSR requirements and Program expansion.
- Annual **finalization of scholarship grants** in coordination with internal Departments and ensure timely disbursements to the agency.
- Work on budget-making processes related to scholarships and ensure timely inputs for AOP and onward financial projections.
- Undertake program and process review with to see process alignment as per agreed terms and conditions.
- Engage within Bharti group employees and sector experts to conduct mentorship programs for the scholars.
- In coordination with Quality team, conduct annual scholarship audit and share findings with the management.

- Provide support in maintaining accurate documentation and timely reporting of scholarship activities. Provide program, financial and other data requirements for the organizational review of the scholarship program.
- **Handling / Designing Scholarship Engagement Programs.**

Interested candidates are requested to share their updated resume, with current and expected CTC at **hr@gleekvell.com**