



Job Title: Associate Director - Client Partnerships & Program Delivery

Location: Mumbai (*Remote Work*)

Reporting to: Regional Director - Programs

Ipas Development Foundation (IDF) has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public and private health systems to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception.

Visit us at: www.ipasdevelopmentfoundation.org

Who are we looking for?

The Associate Director - Client Partnership & Program Delivery will be managing a project focused on training private-sector gynecologists in Gujarat, Maharashtra, and Tamil Nadu for contraceptive Implant insertion and removal. The position requires a highly skilled professional with a postgraduate degree in management, public health, social work, or a medical degree with 10–12 years of work experience in large projects that are preferably in reproductive health sector with client partnership and team management as core component. A candidate with at least 3–4 years of experience in independently managing projects, strong experience in client/donor management, excellent verbal and written communication skills and a proven track record of working independently and driving project success will be suited for the role. The position involves extensive travel (up to 60%) to project areas in the three states.

What would you be expected to do?

The candidate will manage the following key responsibilities:

Project Deliverable Accountability:

- Oversee project implementation to ensure all deliverables are met within agreed timelines.
- Monitor project finances, ensuring budget and expenses are in compliance with organizational guidelines.
- Ensure project execution aligns with organizational policies and strategic goals.
- Maintain project-related documentation and ensure timely reporting as per organizational and client requirements.

Client Management:

- Serve as the key representative of Ipas Development Foundation (IDF) to the client, ensuring effective communication and relationship-building.
- Build and maintain strong client relationships through regular engagement.

- Conduct regular updates and planning discussions to align project activities with client expectations.
- In consultation with the supervisor and management team, ensure client needs are met effectively and efficiently.

Team Management:

- Provide leadership, mentoring, and supervision to the entire project team, which will be working from multiple remote locations.
- Serve as a role model to team members by upholding IDF values.
- Ensure adherence to and implementation of HR and administrative policies within the team.

What is it like working for IDF?

We are proud of our thriving work culture and strive to remain the best in terms of employee friendly policies, women friendly work environment, and opportunities for learning. We have been rated among India's Best NGOs to Work For by the Great Place to Work Institute since 2017 and have been recognized as a Social Impact Icon. We have also been placed twice in the elite list of India's Great Mid -size Workplaces and recognized as India's Best Workplaces for Women three times in a row.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last-drawn salary and expected salary) to adp.idf@sectoraccess.co.in by April 25, 2025.

For further clarifications, please send your query on WhatsApp or SMS along with your name and contact number to our talent acquisition partner Sector Access at +91 92 050 10963 and they will respond on priority. Please note that only shortlisted candidates will be contacted.

Please note:

- IDF management reserves the right to modify the contents of this position description at any time.
- IDF is an Equal Opportunity Employer.
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- Women candidates are encouraged to apply.