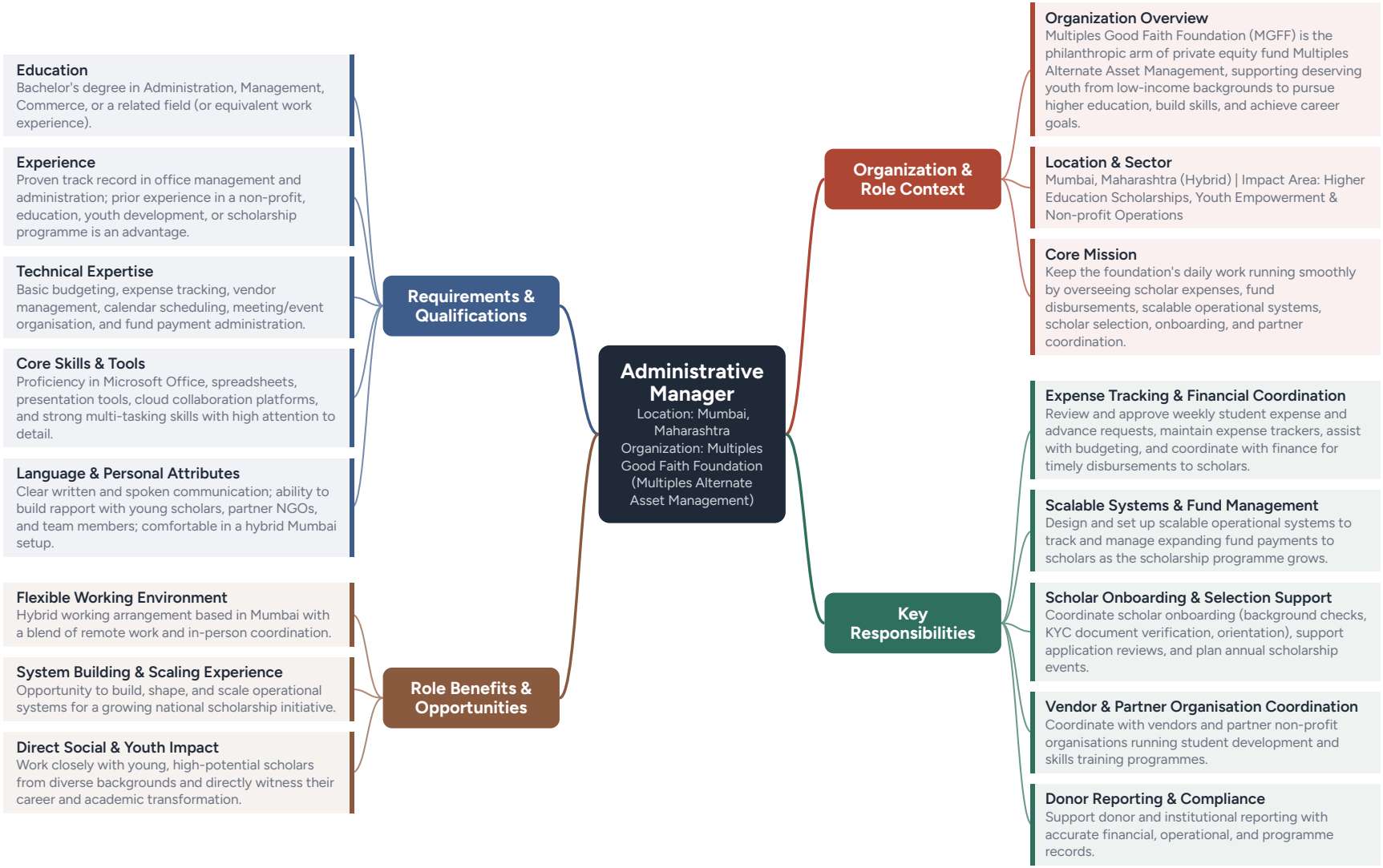
Multiples Good Faith Foundation

Administrative Manager in Mumbai | Multiples Good Faith Foundation

Mumbai, Maharashtra · contract · entry level · Competitive · Closes 27 Nov 2026

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Skills this role needs

Office administration and records management	Budgeting and expense tracking	Vendor coordination	Microsoft Office and spreadsheets	Event and meeting logistics

Job description

Multiples Good Faith Foundation

Multiples Good Faith Foundation helps young people see what they are capable of, follow their goals and build strong careers. Its main programme, the MGFF scholarship, supports students who show courage and drive while facing money, family or social barriers. Scholars get money for their studies along with skills training and support to get ready for work. The scholarship is open to students in any stream who have finished 12th standard or gone further in their studies. The foundation is backed by Multiples Alternate Asset Management, a private equity fund, which allows it to support young people over the long term. This role sits within the MGFF scholarship programme, which supports scholars from selection through to job readiness.

Role

The Administrative Manager keeps the foundation's daily work running smoothly. You will look after scholar expenses and fund payments, set up systems that can grow as the programme grows, and coordinate scholar selection and onboarding. This is a contract role based in Mumbai, working in a hybrid setup with some days in person.

Responsibilities

- Review and approve weekly student expenses and advance requests.
- Maintain weekly and monthly expense trackers and support the preparation of budgets and expense statements.
- Coordinate with the finance team so scholars receive their funds on time.
- Support donor reporting with accurate financial and programme records.
- Set up systems to manage and track fund payments to scholars as the programme grows.
- Coordinate with vendors and partner organisations that run student development programmes.
- Coordinate scholar onboarding, including background checks, KYC (Know Your Customer) document checks and orientation.
- Support the review of scholarship applications and the planning of the annual event.

Requirements

- A bachelor's degree in administration, management, commerce or a related field, or equivalent work experience.
- Strong administrative and organising skills, including office management, documentation and keeping records.
- Ability to handle basic budgeting, expense tracking and coordination with vendors and service providers.
- Skill in scheduling, managing calendars and organising meetings and events.
- Comfort using Microsoft Office, spreadsheets, presentation tools and cloud-based collaboration platforms.
- Clear written and spoken communication, with the ability to work well with scholars, partners and team members.
- Careful attention to detail and the ability to manage several tasks and deadlines at once.
- Readiness to work in a hybrid model in Mumbai with in-person coordination when needed. Experience in a nonprofit, education, youth development or scholarship programme is an advantage.

Benefits

- Hybrid working arrangement in Mumbai.
- A chance to build systems for a scholarship programme as it grows.
- Work closely with young scholars from diverse backgrounds and see the difference the support makes.

Apply

Check your fit for the role and receive the apply link in your mailbox

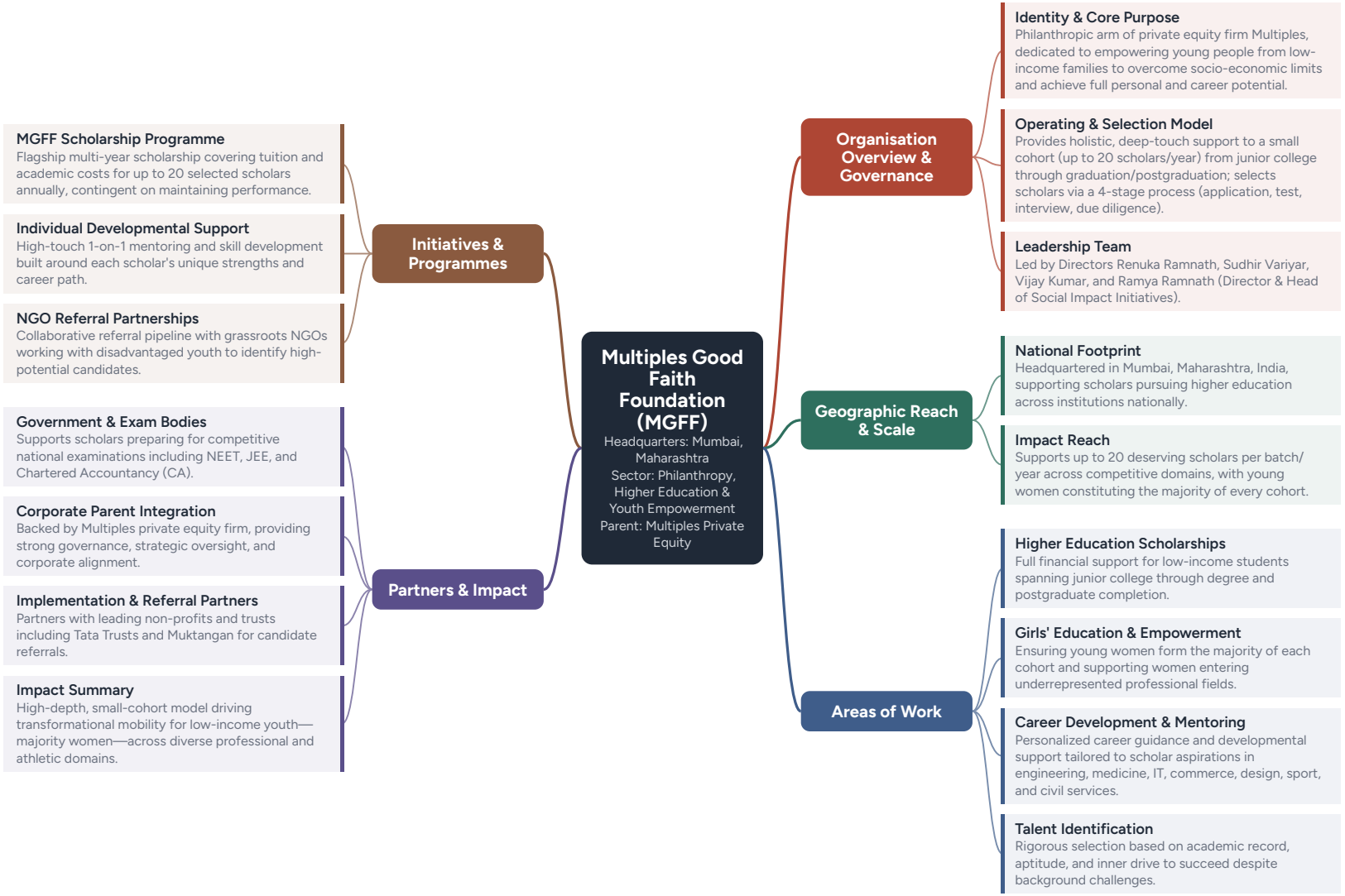
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About the organisation

Multiples Good Faith Foundation

Education

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About Multiples Good Faith Foundation

Multiples Good Faith Foundation (MGFF) is the philanthropic arm of Multiples, a private equity firm. It helps young people from low-income families overcome the limits of their environment and reach their full potential in their personal and working lives. The foundation believes strongly in the power of human capital. In its words, imagination, hard work and relentless drive lead to success. Its main work is the MGFF Scholarship, which gives holistic support to deserving students. Girls make up the majority of every batch.

> *Headquarters: Mumbai, Maharashtra, India*

Major Areas of Work

- Higher education scholarships: Funding for students from low-income families from junior college through to the completion of their chosen course.
- Girls' education: Making sure girls form the majority of each scholar batch, and backing young women who are entering fields where few women work.
- Career development: Support tailored to each scholar's goals, whether medicine, engineering, commerce, IT, design, sport or the civil services.
- Talent identification: Choosing students for academic record, aptitude and the drive to succeed in their careers.

Major Initiatives and Programmes

- MGFF Scholarship: The flagship programme, which takes in no more than 20 scholars a year and continues until each scholar completes their preferred course, as long as academic performance is maintained.
- Individual developmental support: Mentoring and help shaped around each scholar's needs and talents, made possible by the small batch size.
- NGO referral partnerships: Students can apply directly or be referred by partner NGOs that work with young people from disadvantaged backgrounds.

Scholars are chosen in four stages: a written application, a written aptitude and personality test, an interview with a panel of experts, and final due diligence. The programme covers a wide range of paths, from students preparing for NEET, JEE and Chartered Accountancy exams to those studying for postgraduate degrees in hospital administration and project management, as well as a national-level gymnast.

Impact

MGFF says it supports up to 20 scholars a year and that girls make up the majority of each batch. Its scholars come from many fields, including medicine, engineering, commerce, IT, design, sport and the civil services. The foundation receives referrals from partner organisations including Tata Trusts and Muktangan.

Leadership

- Renuka Ramnath, Director
- Sudhir Variyar, Director
- Vijay Kumar, Director
- Ramya Ramnath, Director and Head of Social Impact Initiatives

The foundation is small and works closely with a select group of scholars, so staff get to know each young person and follow them from school through to a career. The work covers selecting scholars, running assessments, working with partner NGOs and mentoring students one to one, with ties to a leading investment firm. It suits people interested in education, youth development and scholarship management who prefer depth over scale.

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