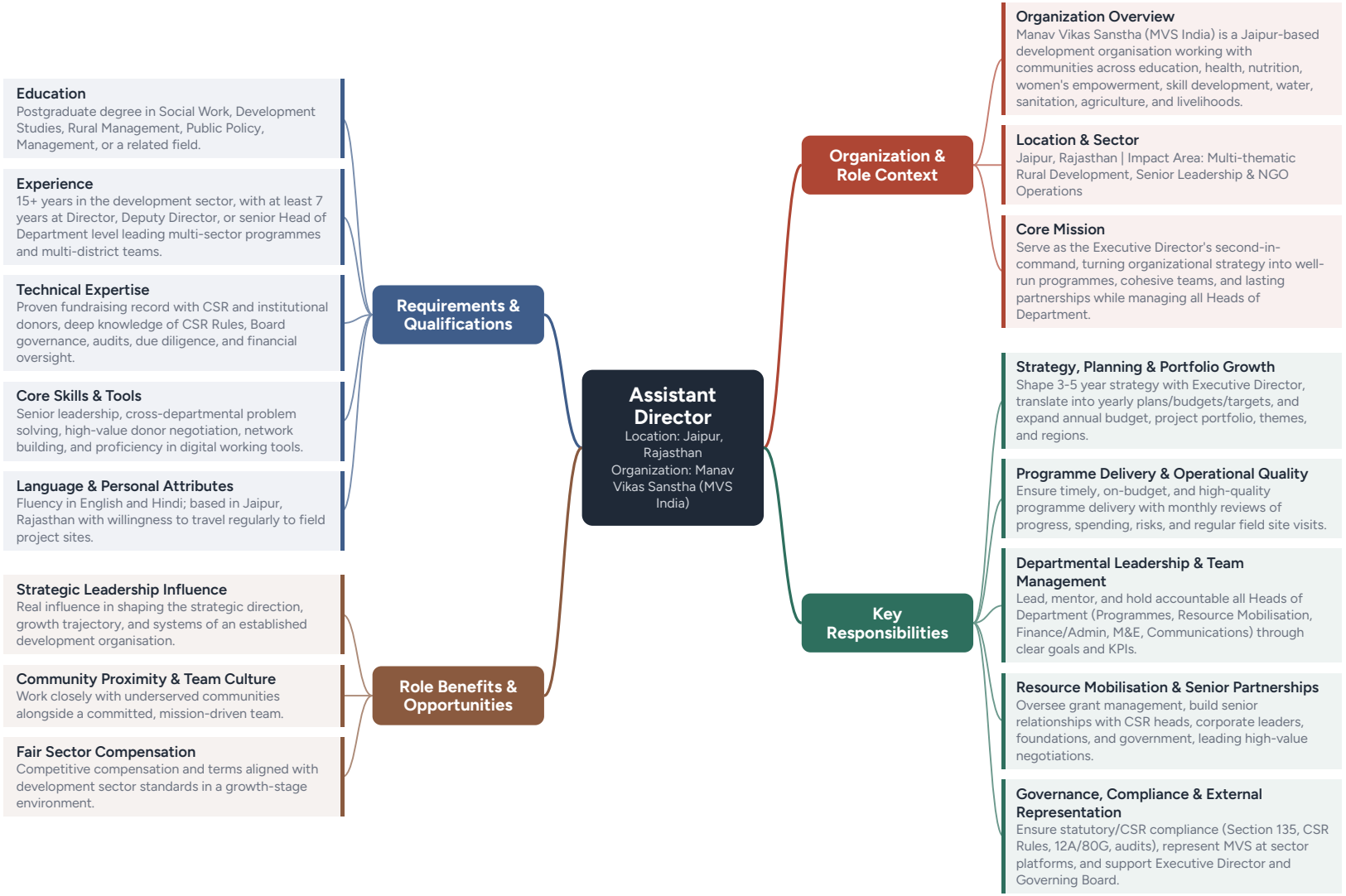
Manav Vikas Sanstha

Assistant Director in Jaipur | Manav Vikas Sanstha

Jaipur, Rajasthan · full-time · lead level · Competitive · Closes 19 Dec 2026

Application Assist →

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Skills this role needs

Strategic Planning	Resource Mobilisation	CSR Partnerships	Programme Management	Team Leadership

Job description

Manav Vikas Sanstha

Manav Vikas Sanstha (MVS India) is a development organisation based in Jaipur. It works with communities on education, health and nutrition, women's empowerment, skill development, water and sanitation, agriculture, environment, renewable energy and livelihoods. It partners with companies, government and other development groups so that this work reaches more families and lasts. The organisation is growing, and it needs strong systems and people to keep up with what communities need. This role sits within Manav Vikas Sanstha's Senior Leadership Team, which sets the direction for the organisation and guides all of its departments.

Role

The Assistant Director is the Executive Director's second-in-command and reports directly to them. You will turn the organisation's strategy into programmes that run well, a team that works together and partnerships that last. All Heads of Department report to you: Programmes, Resource Mobilisation and Grant Management, Finance and Administration, M&E (monitoring and evaluation) and Communications. You will make day-to-day decisions on work plans, budgets within set limits, hiring below Head of Department level and routine partner agreements. You will bring bigger decisions, such as new geographies, senior appointments and legal or safeguarding issues, to the Executive Director and Board.

Responsibilities

- Shape the 3-5 year strategy with the Executive Director and turn it into yearly plans, budgets and targets.
- Grow the organisation's yearly budget, project portfolio and team, and decide which themes, regions and partnership models to grow into next.
- Make sure all programmes are delivered on time, within budget and to agreed quality, with monthly reviews of progress, spending and risks, and regular field visits.
- Lead, mentor and hold accountable all Heads of Department through clear goals, KPIs (key performance indicators) and regular reviews, and solve problems that cut across departments.
- Lead senior hiring and succession planning, use your sector network to find strong candidates, and uphold safeguarding policies.
- Oversee resource mobilisation and grant management, build senior relationships with CSR (Corporate Social Responsibility) heads, company leaders, foundations and government, and lead high-value negotiations.
- Represent the organisation at CSR, philanthropy and government platforms, and stand in for the Executive Director when needed, including preparing papers for the Governing Board.
- Review budgets with the Finance team, track spending against donor agreements, and make sure the organisation meets Section 135 and the CSR Rules, its 12A/80G tax registrations, statutory filings and donor requirements.

Requirements

- A postgraduate degree in social work, development studies, rural management, public policy, management or a related field.
- 15 or more years in the development sector, with at least 7 years at Director, Deputy Director or senior Head of Department level.
- A proven fundraising record and an established network of CSR, foundation and institutional donors.
- A proven record of leading large programmes across several sectors, and senior teams spread across districts or states.
- Experience with CSR, institutional grants and government programmes, and sound knowledge of the CSR Rules.
- Experience with Board governance, audits and due diligence.

- Fluency in English and Hindi, and working knowledge of digital tools is an advantage.
- Based in Jaipur, Rajasthan, and willing to travel regularly to project sites.

Benefits

- Real influence in shaping an organisation at a growth stage.
- Work close to the communities the organisation serves.
- A committed team that cares about its work.
- Room to build stronger systems and ways of working.
- Fair pay and terms in line with sector standards.

Apply

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

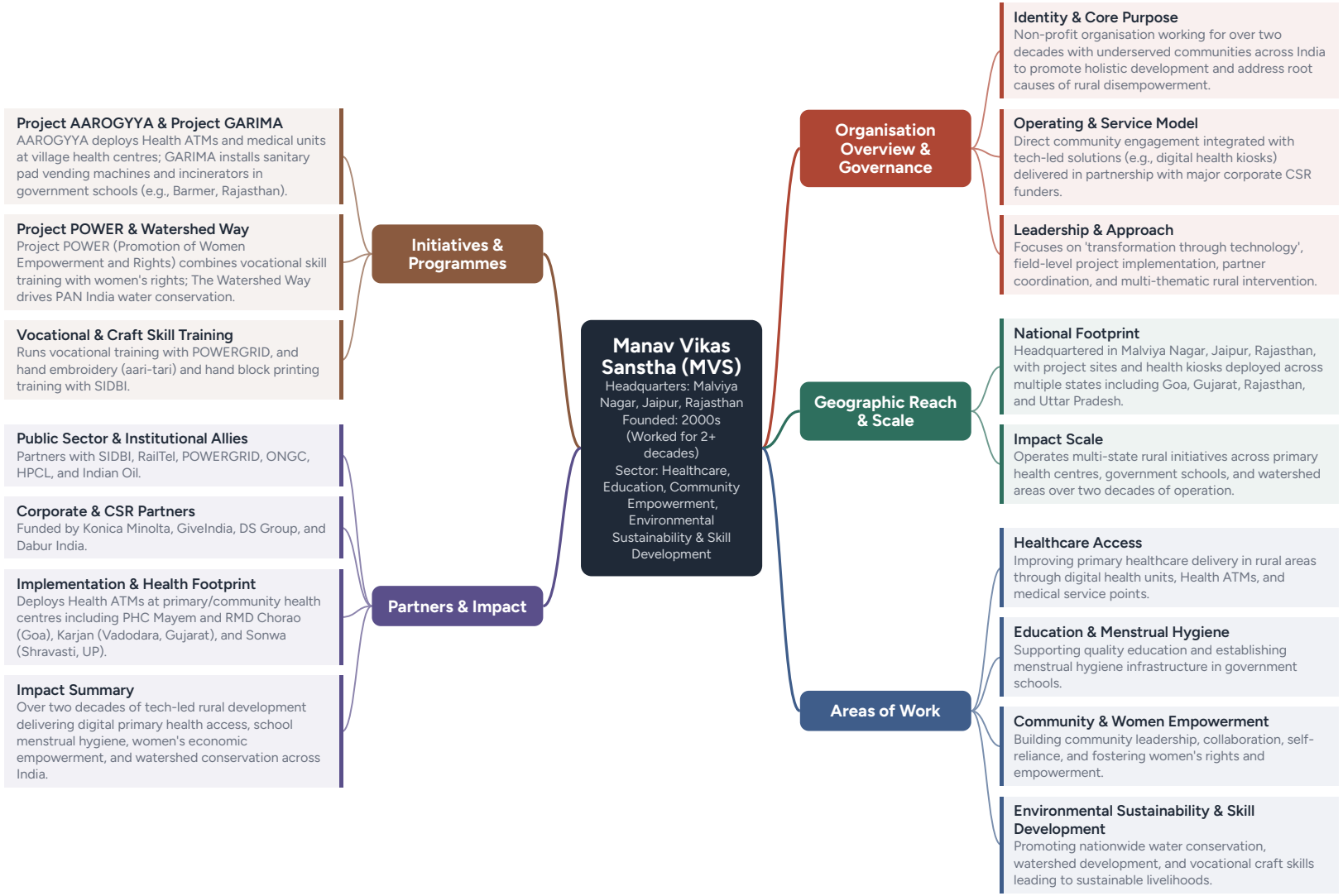
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About the organisation

Manav Vikas Sanstha

Community Development

mvsindia.org ↗
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About Manav Vikas Sanstha

Manav Vikas Sanstha (MVS) is a non-profit organisation that has worked for more than two decades with underserved communities across India. It aims to promote holistic development by working directly with weaker sections of society to understand the root causes of their problems. Its work covers education, healthcare, community empowerment, environmental sustainability and skill development. MVS calls "transformation through technology" a key pillar of its approach, and it uses tech-led solutions such as digital health kiosks to reach rural communities. Much of its programme work is delivered in partnership with corporate CSR funders.

> *Headquarters: Malviya Nagar, Jaipur, Rajasthan, India*

Major Areas of Work

- Healthcare: Improving access to primary healthcare in rural areas through digital health units and medical service points.
- Education: Supporting quality education, including menstrual hygiene infrastructure in government schools.
- Community Empowerment: Building leadership, collaboration and self-reliance in communities, with a focus on women's rights and empowerment.
- Environmental Sustainability: Promoting water conservation and eco-friendly practices.
- Skill Development: Training people in vocational and craft skills that lead to sustainable livelihoods.

Major Initiatives and Programmes

- Project AAROGYYA: Deploys Health ATMs, health access units and medical service points at village and community health centres so that rural families can get routine checkups without travelling long distances.
- Project GARIMA: A menstrual health and hygiene programme that includes installing sanitary pad vending machines and incinerators in government schools, including in Barmer, Rajasthan.
- Project POWER: Promotion of Women Empowerment and Rights, combining skill development with work on women's rights.
- The Watershed Way PAN India: A water conservation and watershed development initiative run across the country.
- Skill development training: Vocational training programmes run with partners such as POWERGRID, and hand embroidery (aari-tari) and hand block printing training run with SIDBI.

Impact

MVS states that its Health ATMs and health kiosks are in use at primary and community health centres in several states, including PHC Mayem and RMD Chorao in Goa, Karjan in Vadodara district, Gujarat, and Sonwa in Shravasti district, Uttar Pradesh.

Partners

- Funders: SIDBI, RailTel, POWERGRID, ONGC, Konica Minolta, Indian Oil, HPCL, GiveIndia, DS Group and Dabur India.

Manav Vikas Sanstha suits people who want hands-on experience delivering CSR-funded programmes in rural India, especially in primary healthcare, menstrual hygiene, women's livelihoods and water conservation. Its work with digital health technology and large public sector and corporate funders offers exposure to project implementation, partner coordination and reporting across several states. It is a good fit for programme staff, field coordinators and CSR project managers who want to work on several themes at once from a Jaipur base.

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