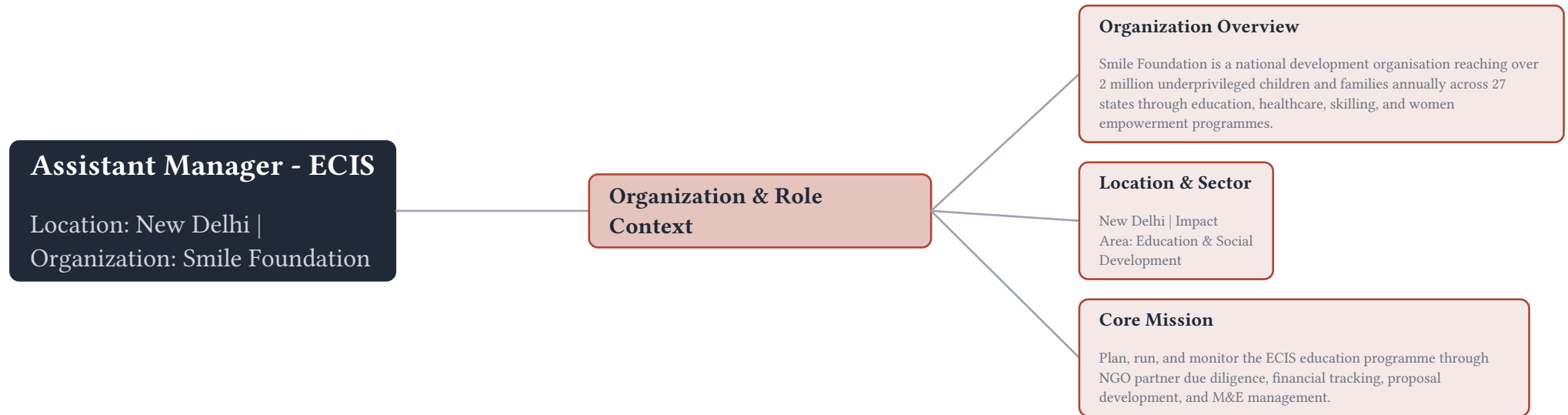
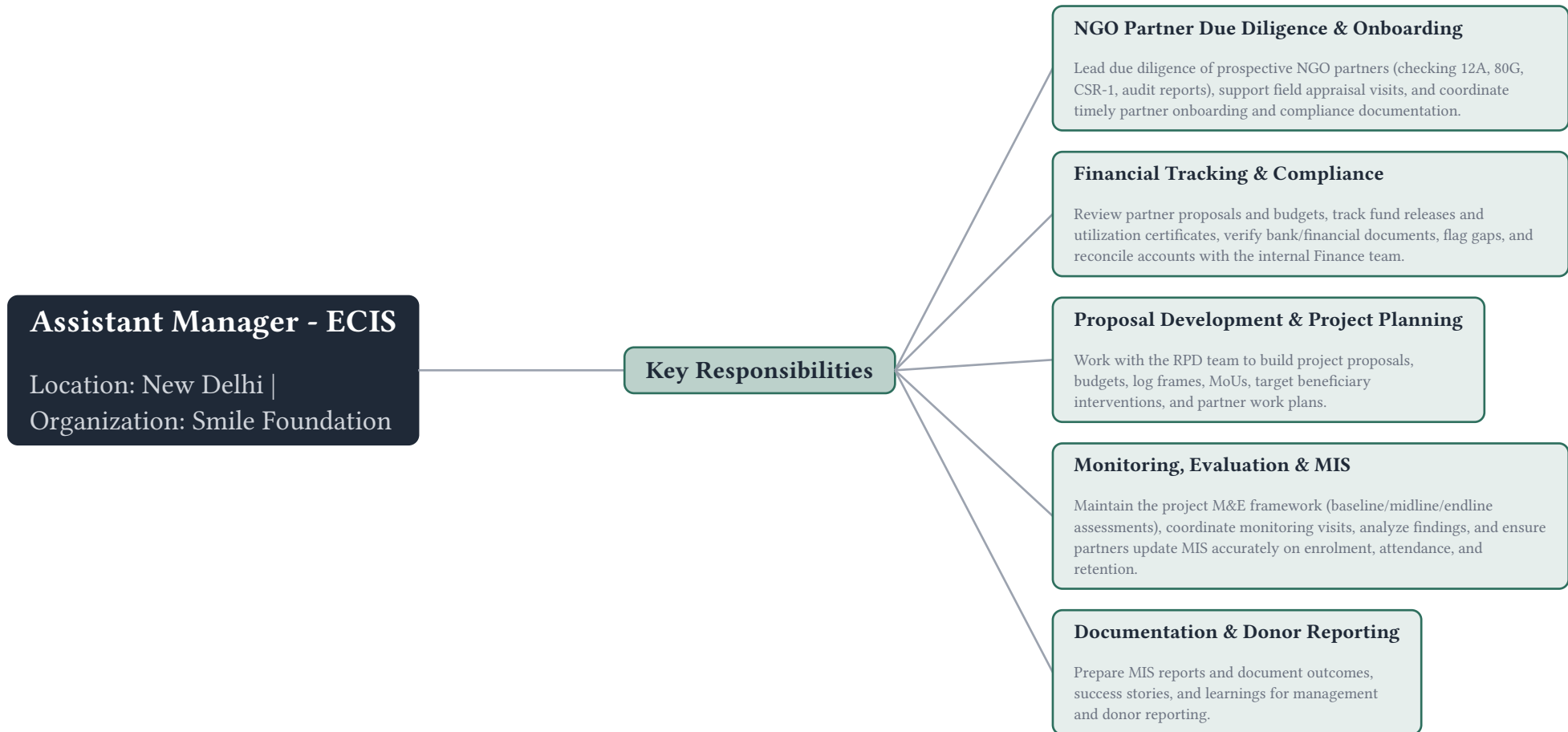


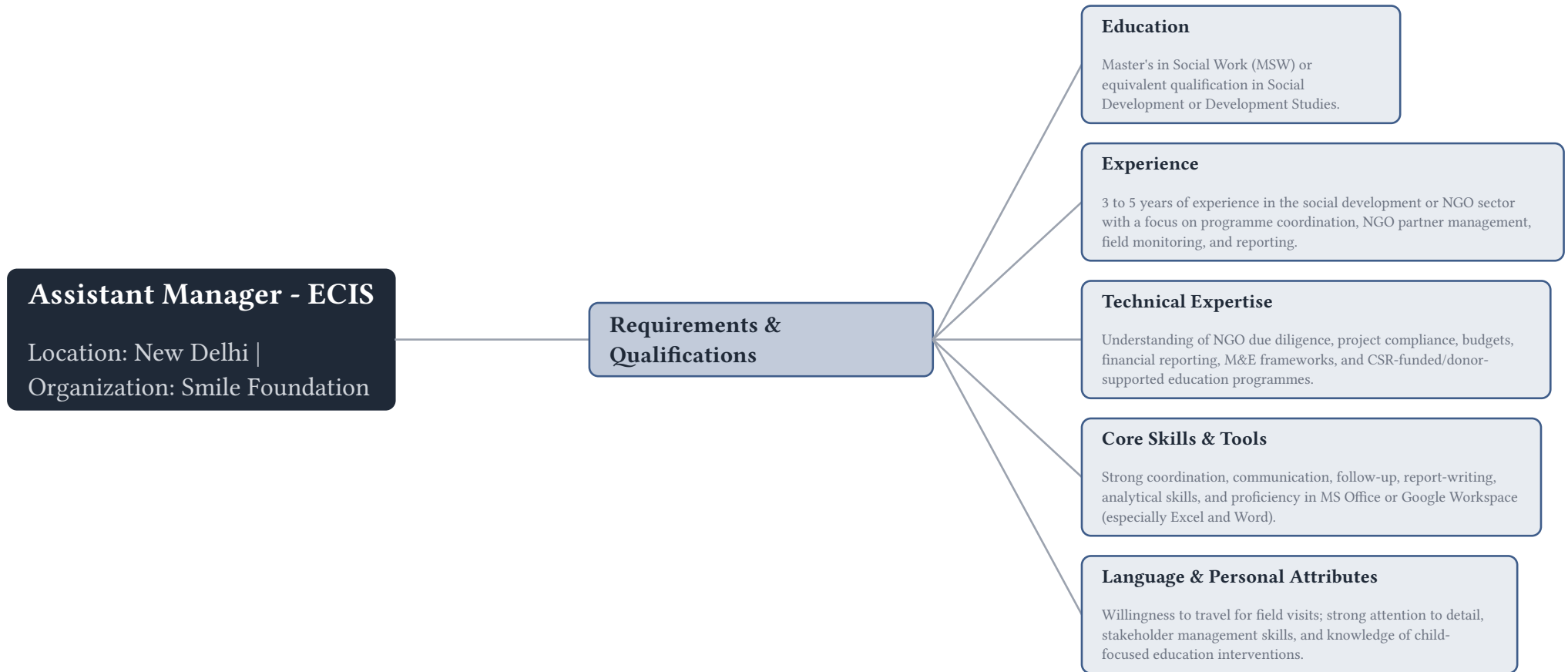
Assistant Manager – ECIS in New Delhi | Smile Foundation

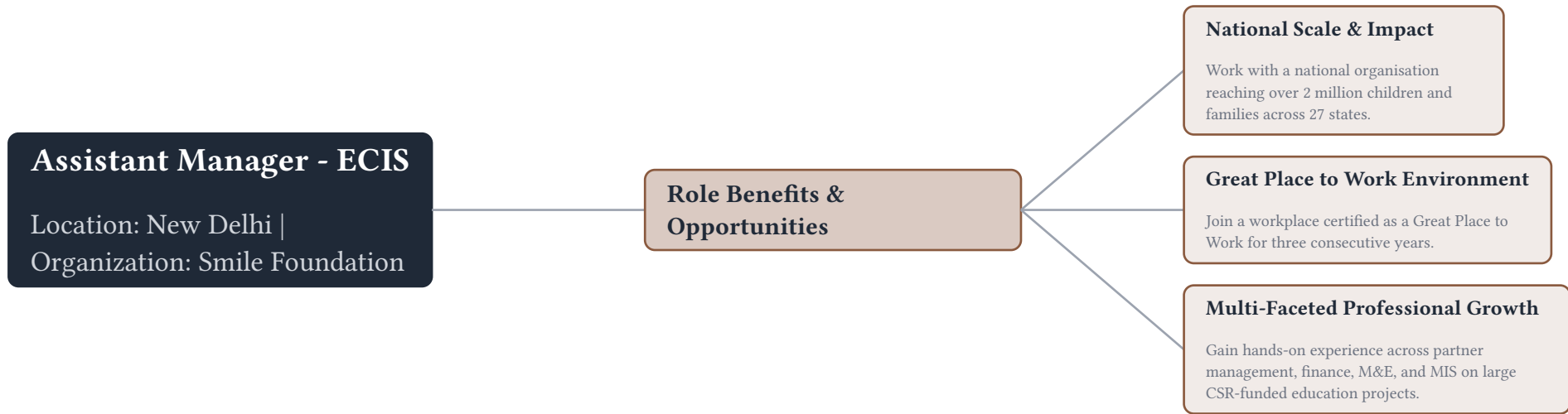
New Delhi, Delhi · full-time · mid level · Competitive

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Job Description

[Application Assist →](#)

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Smile Foundation

Smile Foundation works with underprivileged children and their families through programmes in education, healthcare, skilling and women empowerment. A group of young corporate professionals started it in 2002. Today it reaches over 2 million children and families, with projects in 27 states, 10 offices and more than 650 staff. It holds Special Consultative Status with the UN Economic and Social Council (ECOSOC) and is accredited with groups like GuideStar, United Way, CAF America and Give2Asia. Much of its work runs through grassroots partner organisations, mostly on CSR-funded projects in urban slums and rural areas, including aspirational districts. This role sits within Smile Foundation's Mission Education team, which runs its education programmes for underprivileged children. smile4 (1).jpeg

Role

As Assistant Manager for the ECIS programme, you will help plan, run and monitor the programme through Smile Foundation's NGO partners. You will check new partners before they join, track how project funds are spent, help build proposals and plans, and make sure partner data and reports are accurate and on time. You will be based at the Head Office in New Delhi and report to the Regional Head, North, working closely with regional offices, the Finance team and partner organisations.

Responsibilities

- Lead due diligence, legal/financial compliance checks (12A, 80G, CSR-1), and field appraisals to onboard prospective NGO partners.
- Collaborate with internal teams to build project proposals, budgets, log frames, MoUs, target interventions, and work plans.
- Track fund releases, utilization certificates, and financial reconciliations in coordination with the Finance team.



- Manage M&E frameworks, conduct field monitoring visits, oversee project MIS data accuracy, and compile reports on outcomes and success stories.

Requirements

- Master’s degree in Social Work (MSW), Social Development, Development Studies, or a related field with relevant sector experience.
- 3 to 5 years of experience in the NGO/social development sector handling programme coordination, partner management, and field monitoring.
- Strong grounding in project budgeting, financial compliance, report writing, and proficiency in MS Office or Google Workspace.
- Willingness to travel for field visits, with prior experience in CSR-funded education programmes, NGO due diligence, M&E, or child-focused interventions preferred.

Benefits

- Work with a national organisation reaching over 2 million children and families across 27 states.
- Join a workplace certified as a Great Place to Work for three years in a row.
- Gain hands-on experience across partner management, finance, M&E and MIS on large CSR-funded education projects.

Apply

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

Follow our WhatsApp Channel to get notified about the latest jobs.

Required Skills

NGO partner due diligence

Programme monitoring and evaluation

Financial compliance review

MIS data management

Report writing

Tags



Smile Foundation

Education

Project Management

Monitoring & Evaluation

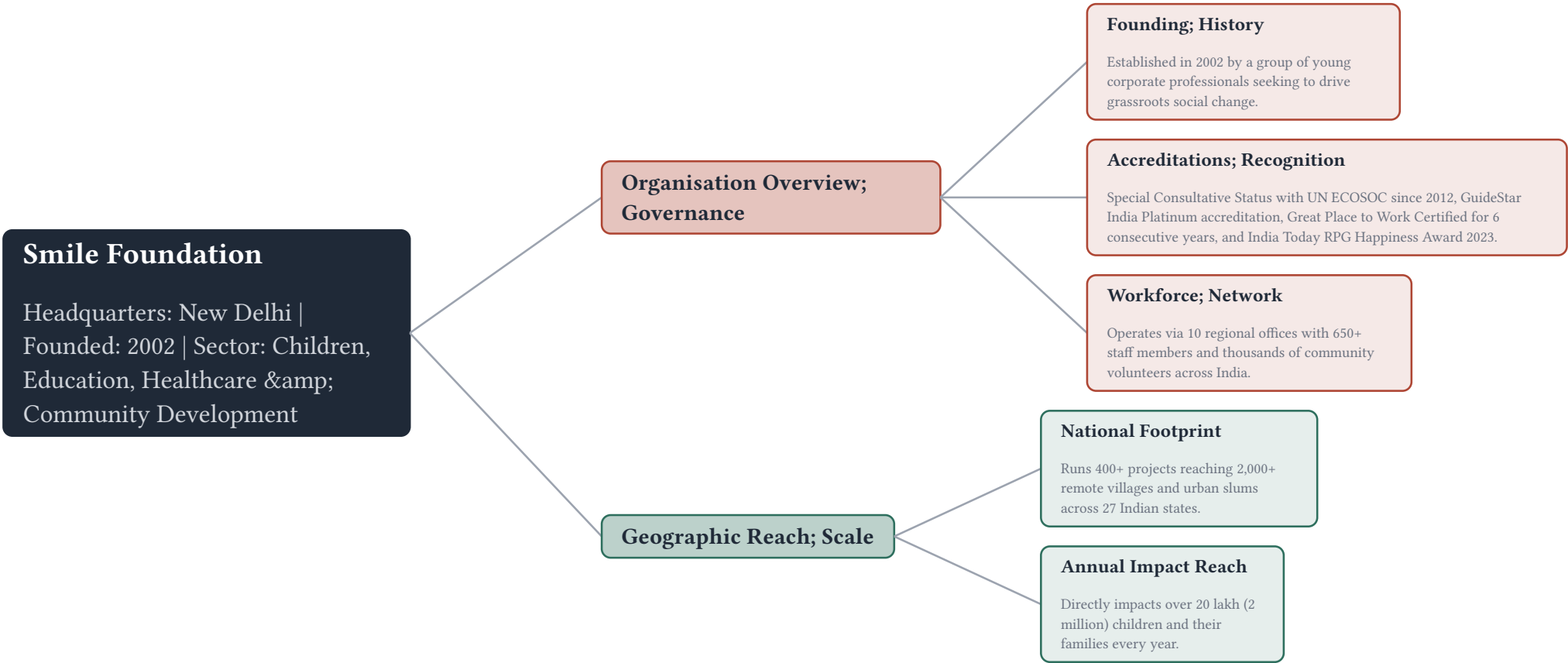
Full Time

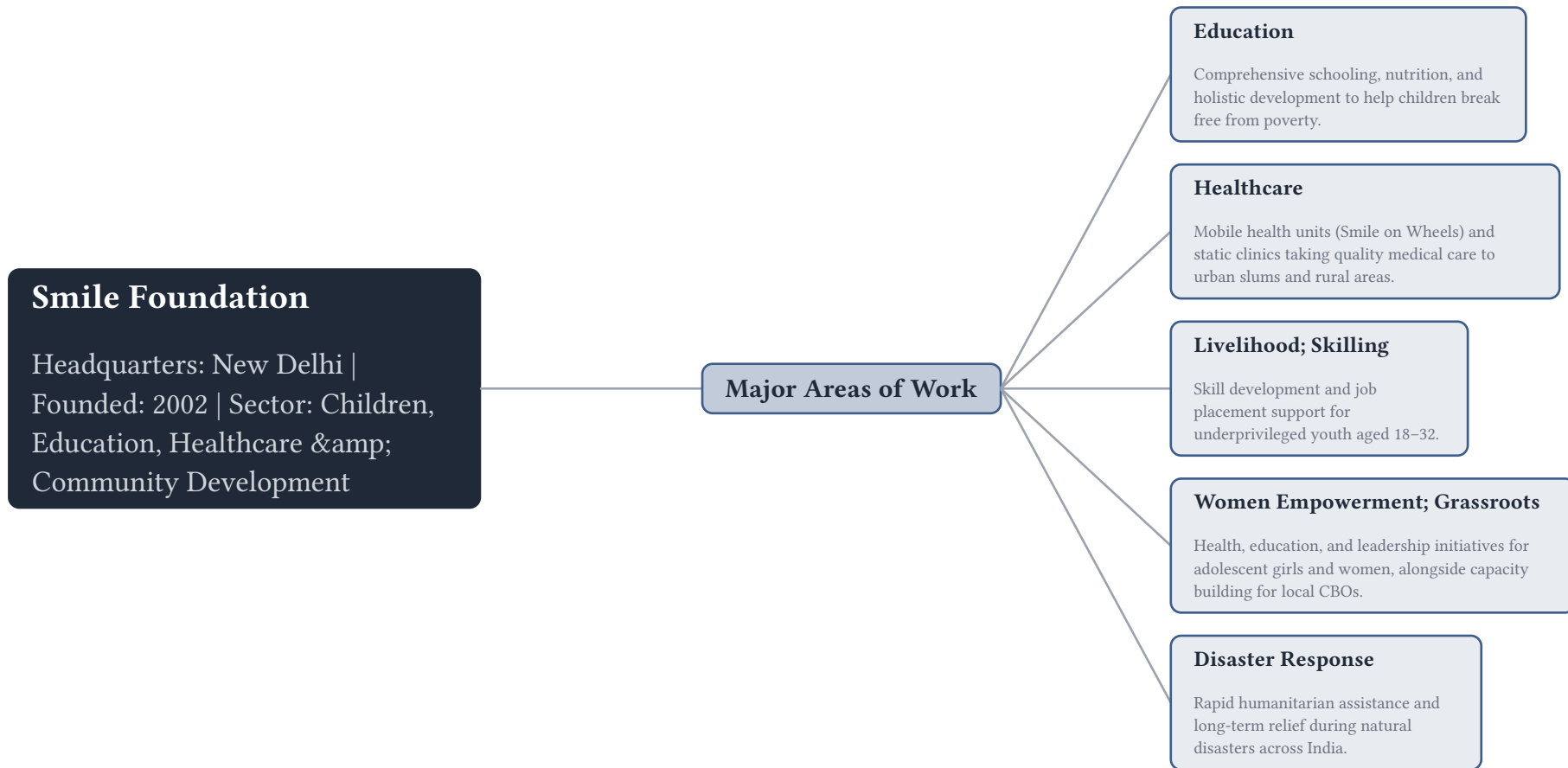
Delhi

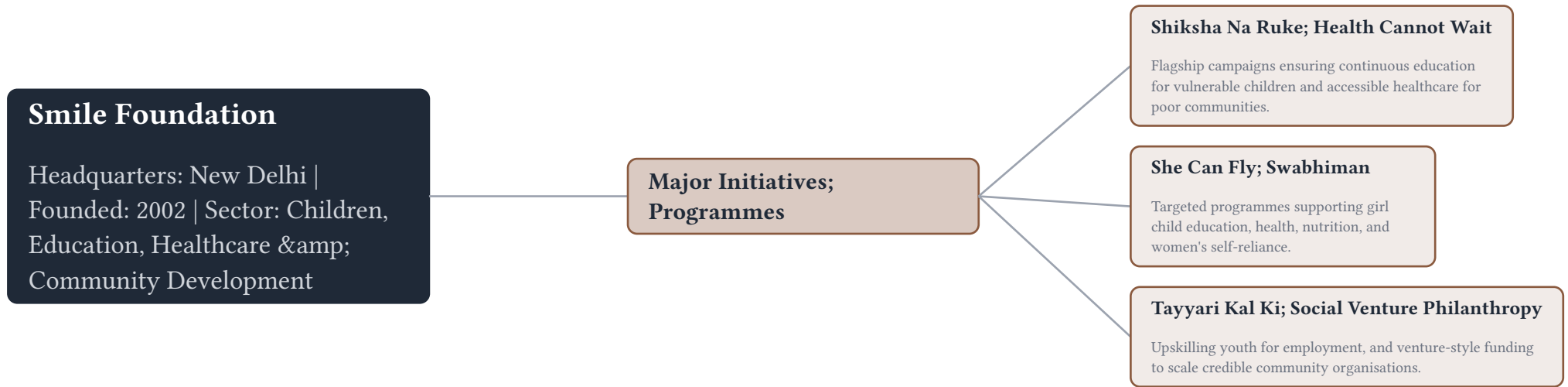


Smile Foundation

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About the Company

[Visit website →](#)

Smile Foundation is one of India's largest and most trusted development organisations. Established in 2002, Smile Foundation is an Indian development organization, impacting the lives of over 20 lakh children and their families every year. The organisation runs more than 400 projects on education, healthcare, livelihood, and women empowerment in over 2,000 remote villages and urban slums across 27 states of India. Started by a group of friends who wanted to give back to society, Smile Foundation has grown into a well established institution that works closely with communities, government programmes, and corporate partners. The organisation works as a catalyst for change, complementing government efforts to achieve the Sustainable Development Goals, and partners with like-minded institutions to implement high-impact programmes at the grassroots.  Major Areas of Work

- Education: Smile Foundation views education as both a means and an end to a better life, since it helps children build a strong foundation and break free from the cycle of poverty and disease. Programmes cover schooling, nutrition, and holistic development for children. [smilefoundationindia](#)
- Health: Healthcare services are taken directly to underserved communities, recognising that a child cannot stay in school if they or their family are unwell.
- Livelihood: Skill training and placement support help underprivileged youth find stable employment.
- Women Empowerment: Adolescent girls and women are supported through community engagement, education, and health initiatives.
- Empowering Grassroots: Smaller community-based organisations are helped to become locally sustainable through capacity building and mentorship.
- Disaster Response: The foundation responds to the needs of people affected by disasters across the country.

Major Initiatives and Programmes

Shiksha Na Ruke: Helps children from difficult circumstances get back to school and continue their education. Health Cannot Wait: Brings accessible, quality healthcare to underprivileged communities. She Can Fly: Supports girl children with quality education, nutrition, and health support. Swabhiman: Focuses on women's empowerment. Tayyari Kal Ki: Trains and upskills youth between 18 and 32 years of age for employment and a secure livelihood. [smilefoundationindia](#) Social Venture Philanthropy: A venture capital-style model where Smile Foundation identifies and funds credible community organisations, helping them scale sustainably.

Impact



- Over 20 lakh children and families reached every year smilefoundationindia
- 400+ projects running across the country smilefoundationindia
- 2,000+ villages and urban slums reached smilefoundationindia
- 27 states covered across India smilefoundationindia
- Recognised with the India Today RPG Happiness Awards 2023, CSR Times Award 2022, Special Consultative Status with UN ECOSOC since 2012, and Guidestar India Platinum accreditation

Smile Foundation offers the chance to work at scale, with a 20+ year track record and a presence across most of India. Employees get to work directly with underserved communities while also engaging with major corporate partners like HDFC Bank, Philips, Reliance, and Cisco. The organisation is well governed, has strong name recognition in the sector, and has been certified as a Great Place To Work.

This is a good fit for people who want to work at one of India's largest and most established NGOs, with structured programmes, strong corporate partnerships, and clear pathways to grassroots impact.

See the full listing and open roles: <https://aikyamjobs.org/companies/smile-foundation>

Hope this gives you a clear, complete picture of the role — if it feels like a fit, the link above takes you straight to the full listing.