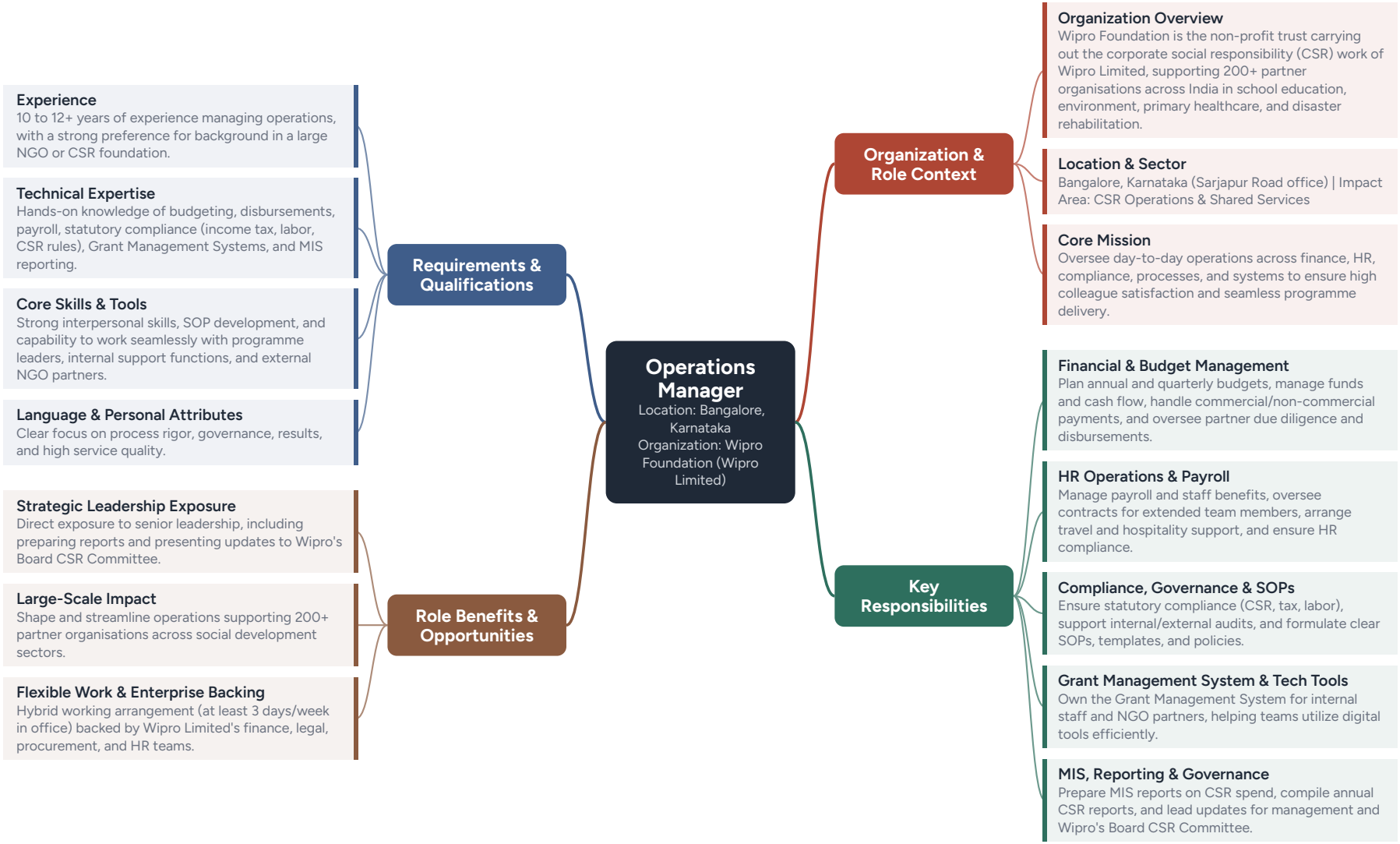
Wipro Foundation

Manager - Operations in Bangalore | Wipro Foundation

Bengaluru, Karnataka · full-time · senior level · Competitive · Closes 5 Dec 2026

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Skills this role needs

- Budget planning and cash flow management
- Payments and fund disbursement
- Statutory compliance and audit support
- Process design and SOP writing
- MIS and CSR reporting

Job description

Wipro Foundation

Wipro Foundation is a not-for-profit trust that carries out the corporate social responsibility work of Wipro Limited. It works with more than 200 partner organisations across India, giving them funding and other support in areas such as school education, environment, primary health care and disaster rehabilitation. It also supports partners overseas in STEM education, digital skills and community work. This role sits within Wipro Foundation's operations team, which looks after finance, HR, compliance, processes and systems so the foundation's programmes can run smoothly.

Role

As Operations Manager, you will keep the foundation's day to day work running well. You will oversee finance, HR, compliance, processes, tools and reporting. You will work closely with the foundation's programme leaders, with Wipro's legal, finance, procurement and admin teams, and at times with NGO partners. The operations team has 8 full-time members, plus 4 more who support HR and IT systems. It works as a shared service with clear service levels. Your main measure of success is how satisfied colleagues are with the support they get, and how that improves over time. Because Wipro is a listed company, careful compliance and good governance are central to this role.

Responsibilities

- Plan annual and quarterly budgets, manage funds and cash flow, and handle commercial and non-commercial payments.
- Onboard partner organisations, carry out due diligence on new partners and manage fund disbursements.
- Manage payroll and staff benefits in line with HR policies, oversee contracts for the extended team, and arrange travel and hospitality support.
- Ensure HR and statutory compliance, including income tax, labour and CSR rules, and support internal and external audits.
- Set up clear processes, SOPs, templates and policies for staff and consultants, and make sure the team uses them well.
- Own the Grant Management System used by the team and partners, and help colleagues use the right tools to work efficiently.
- Prepare MIS reports on CSR spend, payments and budget use, and lead the CSR annual report and updates for management and Wipro's Board CSR Committee.
- Coordinate with programme leaders and Wipro's support functions to deliver services on time and keep improving stakeholder satisfaction.

Requirements

- At least 10-12 years of experience managing operations.
- Experience running operations for a large NGO or CSR foundation is preferred.
- Hands-on knowledge of budgets, payments, payroll, statutory compliance and MIS reporting, as covered in the duties above.
- Strong people skills and the ability to work well with programme teams, support functions and partners.
- A clear focus on good processes, results and getting things done well.
- Able to work from the Sarjapur Road office in Bangalore at least 3 days a week, with the rest of the week hybrid.

Benefits

- Hybrid working, with at least 3 days a week in the office.
- A chance to shape how a large CSR foundation runs, supporting more than 200 partner organisations.

- Direct exposure to senior leadership, including reporting to Wipro's Board CSR Committee.
- Backing from Wipro Limited's finance, legal, procurement and HR teams.

Apply

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

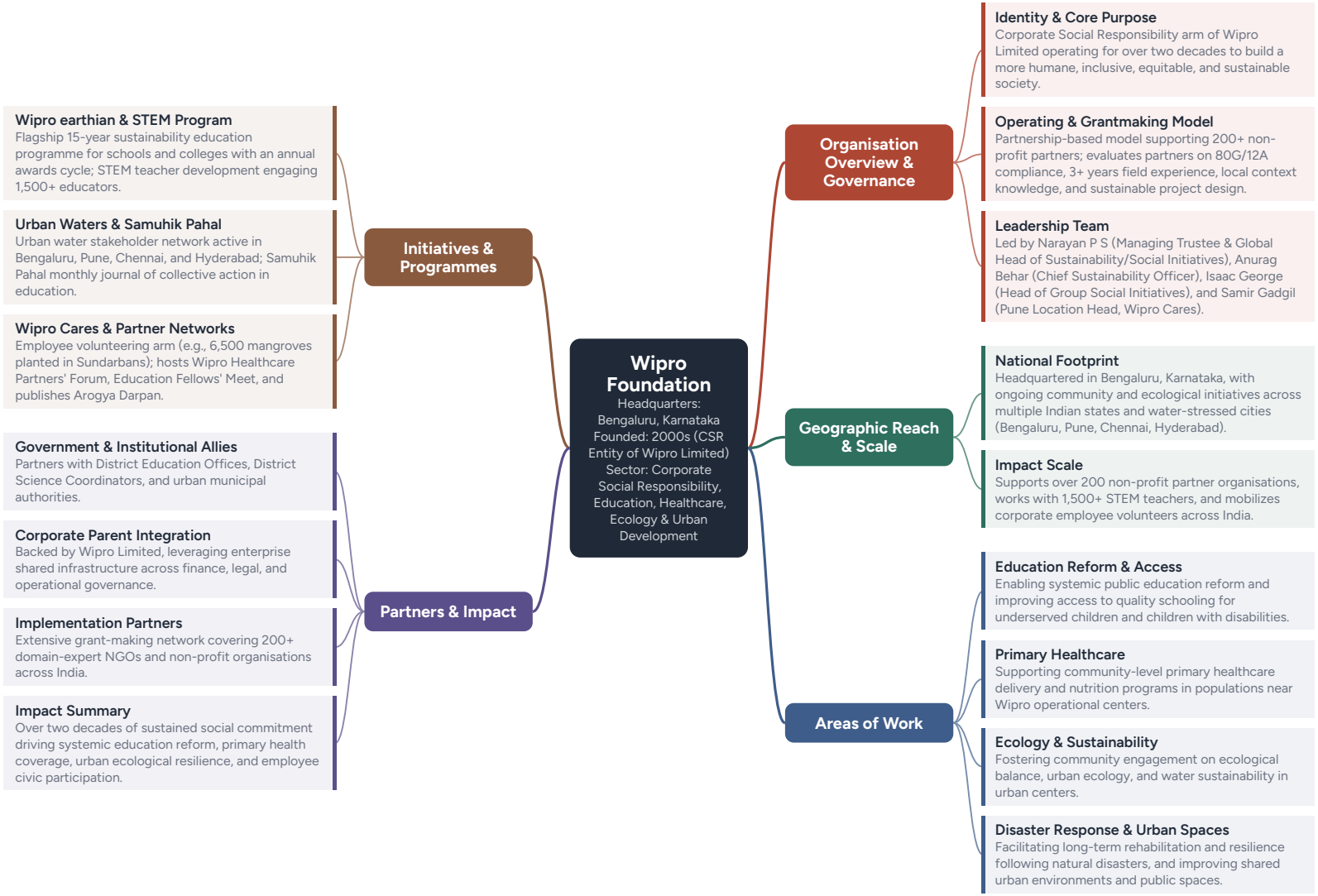
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About the organisation

Wipro Foundation

Corporate Social Responsibility / Philanthropy

wiprofoundation.org ↗
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About Wipro Foundation

Wipro Foundation is the Corporate Social Responsibility entity of Wipro Limited. It has run social initiatives for over two decades, working across education, primary healthcare, ecology, disaster response, and cities and public spaces. It states its purpose as building a more humane, inclusive, equitable and sustainable society. Rather than delivering programmes alone, it works largely through partnerships with registered non-profit organisations that hold domain expertise and an established presence in the communities they serve. Its stated selection criteria for partners include statutory compliance such as 80G and 12A registration, at least three years of field experience, a committed team, familiarity with the local context, and a project design that leaves the community with a sustainable model once the funding ends.

> *Headquarters: Bengaluru, Karnataka, India*

Major Areas of Work

- Education: Enabling systemic education reform and improving access to schooling for underserved children, including children with disabilities.
- Primary Healthcare: Supporting the delivery of quality primary healthcare services in communities near Wipro locations.
- Ecology: Engaging communities on ecological sustainability, urban ecology and water in Indian cities.
- Disaster Response: Facilitating long-term rehabilitation and community resilience after natural disasters, rather than short-term relief alone.
- Cities and Public Spaces: Working on the shared urban environment and the public spaces that city residents depend on.

Major Initiatives and Programmes

- Wipro earthian: A sustainability education programme for schools and colleges that has completed 15 years, with an annual awards cycle recognising student and institutional work.
- Urban Waters: A programme bringing together stakeholders from water-stressed Indian cities, currently running in Bengaluru, Pune, Chennai and Hyderabad.
- Wipro STEM Program: A teacher development programme working with more than 1,500 STEM teachers and District Science Coordinators.
- Samuhik Pahal: A journal of collective action launched in May 2020, serving as a platform for organisations working in education.
- Wipro Cares: The employee volunteering arm, through which staff contribute directly to community and ecological projects.

Wipro earthian is the Foundation's longest-running flagship in sustainability education. It combines a school and college engagement programme with an annual awards cycle, and has sustained that structure for 15 years, making it one of the more established corporate sustainability education efforts in India.

Impact

The Foundation states that its STEM programme has worked with more than 1,500 STEM teachers and District Science Coordinators, and that Wipro Cares volunteers planted 6,500 mangroves in the Sundarbans over three years. It also convenes its partner network through the Wipro Healthcare Partners' Forum and an Education Fellows' Meet, and publishes Arogya Darpan, a periodical covering community health engagement and nutrition work with its healthcare partners.

Leadership

- Narayan P S, Managing Trustee, Wipro Foundation and Global Head of Sustainability and Social Initiatives, Wipro Limited
- Anurag Behar, Chief Sustainability Officer, Wipro Limited
- Isaac George, Head of Group Social Initiatives and People Function, Wipro Infrastructure Engineering
- Samir Gadgil, Pune Location Head, Wipro Cares

Working here suits someone who wants to see social sector work at the scale a large corporate funder operates at, across several states and multiple domains at once. Much of the work is partnership-based, so the exposure is to grant-making, partner selection, programme design and long-term outcome tracking rather than direct service delivery alone. It fits people who are comfortable with systems-level change in

public education and public health, who can hold relationships with non-profit partners over several years, and who want the resourcing and continuity that a two-decade-old corporate foundation provides.

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