



**Job Title:** Project Manager

**Location:** Bangalore and open to travel on work

**CTC:** 10 to 12 LPA (this will include an executive incentive plan implemented for stretched goals).

#### **Core Purpose of Lapidary Foundation/Role of Project Manager**

The Lapidary Foundation (<https://lapidaryfoundation.org>) which launched its inaugural cohort in 2022, aims to nurture disadvantaged students in conflict zones (currently in Kashmir) to become world class lawyers. The program empowers young driven individuals by nurturing their technical proficiency, career direction, soft skills training, and mental well-being. We provide infrastructure, education, networking opportunities, exposure and private sector internships to cater to youth in conflict zones to ensure group receives the required assistance and opportunities, better their lives while also capitalizing the potential for larger societal influence.

We are a small and dynamic organization searching for a bright individual to join our founding team as Project Manager who is passionate, focused and takes ownership of tasks assigned.

The primary role will be to work along with the Founder Trustee to design, develop and implement the program. **You will have the independence to work in a hybrid set-up.**

This is a phenomenal opportunity to join an experienced and fun team, contributing to shaping a path-breaking Fellowship from an early stage.

**The Accountabilities & Responsibilities** in the role include, amongst others, the following:

#### **1. Program Design and Implementation:**

- a) Collaborate with the Founder to ideate, refine, and implement the curriculum for our Fellowship program.
- b) Lead nomination, selection, and on boarding of fellows.
- c) Provide the required mentorship support as per the program structure and design to the Fellows.
- d) Be a thought partner, contributing fresh perspectives and innovative ideas to ensure the program remains relevant and impactful.
- e) Hiring the right team aligned with specific goals, ensuring agility and efficiency.
- f) Foster growth and optimize teamwork for peak performance.

#### **2. Reporting and Documentation:**

- a) Research best practices in program design and adaptation, keeping a pulse on the evolving landscape within our field.
- b) Create communication documents (Word documents, PowerPoint presentations, Excel reports) for both internal team as well as for the external stakeholders.

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- c) Create reports for external stakeholders.
- d) Build/implement tools and design strategy for effective M&E ensuring maximum impact.

### **3. Fund raising and donor management**

- a) Seek out potential donors, proposal writing, donor engagement, budgeting and reporting, identifying new funding opportunities.
- b) Manage financial transactions and coordinate with finance team.
- c) Manage record keeping for donors.
- d) Prepare annual budgets.
- e) Ensure compliance with laws.

### **4. Partnerships/Collaborations**

- a) Lead marketing programs (digital, social media, off-line etc) along with external marketing consultants.
- b) Build relationships with Law Schools and other external stakeholders and spearhead other strategic partnerships.

### **5. Co-ordination**

- a) Able to multi task and co-ordinate with various stakeholders
- b) Experience of working with young adults
- c) Setting and streamlining processes
- d) Lead and organize events such as convocation

**Experience:** Minimum 5 years of relevant experience in social or corporate sector. Experience in the legal sector is desirable although not essential.

#### **Key Competencies:**

1. Excellent overall communication skills
2. High Proficiency in English language
3. Bias for Action
4. Well versed with documentation such as PPT's/Reports/Research and so on.
5. Systems & Process oriented
6. Self-motivated and ability to work independently
7. Ability to manage Teams and external business associates.

Interested candidates may reach out to [talha@lawfoundationjk.org](mailto:talha@lawfoundationjk.org). Along with your application, please including writing out a one-pager (not more than 200 words) on the following:

“Why I think I fit this role profile and how can I learn and contribute significantly to the success of the Lapidary Foundation”.

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