

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/ngo-operations-and-program-manager/>

## NGO OPERATIONS AND PROGRAM MANAGER

### BASE SALARY

INR 100000 - INR 600000

### DESCRIPTION

Devodhya Foundation

Work locations include Jhanjharpur (Bihar), Patna, and Delhi NCR. This is a hybrid role with both field and office work. Salary will be based on experience and work capability (approx. ₹1 to ₹6 LPA). This role is mainly for women candidates, women returning to work, and ex-defence personnel.

Phone / WhatsApp: +91 9890304441

Email: [support@devodhya.com](mailto:support@devodhya.com)

### Job Overview

This role is for NGO Operations and Program Manager. Work will include handling daily NGO work, managing projects, doing research, and coordinating with different people. Candidate should be responsible and ready to handle multiple tasks.

### Main Work

- Manage daily NGO operations, follow-ups and documentation
- Prepare CSR proposals, reports and donor communication
- Research government schemes and funding options
- Coordinate with field teams, SHGs, and stakeholders
- Support livelihood and rural development projects
- Handle fisheries and subsidy-based projects
- Maintain records and compliance documents
- Prepare reports, trackers and updates
- Support social media and communication work

### HIRING ORGANIZATION

Devodhya Foundation

### EMPLOYMENT TYPE

Full-time, Part-time

### JOB LOCATION

Jhanjharpur, Patna, Bihar, India

? Remote work from: India

### VALID THROUGH

2026-09-27

## Who Can Apply

- Any graduate (MSW, Rural Development, Commerce, MBA preferred)
- 2 to 6 years experience preferred
- Freshers with strong writing and learning skills can apply
- Good English and Hindi communication
- Knowledge of MS Word, Excel, PowerPoint and internet
- Comfortable with field work, coordination and follow-ups

## Work Environment

This role needs a person who can take responsibility and manage different types of work.

Work may change fast and candidate should be ready to learn and handle new tasks.

Proper follow-up, discipline and timely work is important.

## Important Skills

- NGO operations and documentation
- CSR fundraising and proposal writing
- Government schemes and grant research
- SHG and livelihood projects
- Field coordination and reporting

## Apply for This Role

Interested candidates need to send resume with required details and presentation.

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Candidates must also send a short presentation (5–7 slides) on how they will manage NGO operations and growth.