

RPG Foundation is carving a path for India's future by channelling investments into youth, women, environment, and culture. Functioning as a social incubator, RPG Foundation actively fosters the growth of innovative ideas, providing the support needed for successful implementation. Over the years, the Foundation has emerged as a pivotal social innovation hub, nurturing niche concepts and transforming them into tangible realities.



Job Role: Community Development and Engagement  
Position Type: Full-time

Location: Worli, Mumbai

### **Job Summary:**

We are seeking a passionate and execution-oriented professional to drive community development initiatives across multiple thematic areas. The role will be responsible for government liaison, community engagement, field execution, stakeholder management, and monitoring program implementation across the Foundation's portfolio.

The ideal candidate will have strong experience working with government departments, local bodies, NGOs, community institutions, and implementation partners, while ensuring effective delivery of community-focused interventions on the ground.

### **Key Responsibilities**

#### **Government Relations & Liaison**

- Build and maintain strong working relationships with government departments, district administrations, municipal bodies, local panchayats, and regulatory authorities.
- Facilitate permissions, approvals, collaborations, and convergence opportunities for Foundation programs.
- Represent the Foundation at government meetings, consultations, forums, and stakeholder engagements.
- Track relevant government schemes, policies, and funding opportunities that align with program objectives.
- Support partnership development with public institutions and government-led initiatives.

#### **Community Development & Program Implementation**

- Lead end-to-end field execution of community development programs across thematic areas.
- Support needs assessments, baseline studies, and community consultations to ensure relevant program design.
- Oversee implementation timelines, field-level activities, and program milestones.
- Ensure quality delivery and achievement of program objectives across locations.
- Identify opportunities to strengthen community participation and local ownership.

#### **Community Engagement & Stakeholder Management**

- Build trust-based relationships with community leaders, beneficiary groups, civil society organizations, and local influencers.
- Facilitate community meetings, workshops, awareness campaigns, and stakeholder consultations.
- Promote active participation of community members in program planning and execution.
- Manage relationships with implementation partners and local organizations.
- Address field challenges and stakeholder concerns effectively and proactively.

#### **Field Operations & Monitoring**

- Conduct regular field visits to monitor progress and ensure implementation quality.
- Track program outputs, outcomes, and key performance indicators.
- Document learnings, success stories, case studies, and community impact narratives.
- Support data collection, reporting, and impact assessment processes.
- Ensure compliance with program guidelines, funding requirements, and organizational standards.

## Coordination & Reporting

- Coordinate with internal program teams, partner organizations, and external stakeholders.
- Prepare periodic reports, presentations, and updates for leadership.
- Maintain accurate records of field activities, government engagements, and partnerships.
- Support budgeting, resource planning, and program reviews.
  
- Qualifications & Experience
- Education
- Master's degree in Social Work (MSW), Rural Development, Public Policy, Sociology, Development Studies, Social Sciences, or related disciplines.
- Experience
- 6-10 years of experience in community development, CSR, social sector programs, rural/urban development, or government engagement roles.
- Experience working directly with government departments and local administrations.
- Demonstrated experience in field-based program implementation and stakeholder management.
- Prior experience in foundations, CSR initiatives, NGOs, development sector organizations, or public policy institutions will be preferred.
  


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- Key Competencies
- Functional Skills
- Government liaison and stakeholder engagement
- Community mobilization and participation
- Program implementation and field management
- Partnership development
- Monitoring and reporting
- Project coordination
- Documentation and impact storytelling
- Behavioral Competencies
- Strong relationship-building and influencing skills
- High ownership and execution orientation
- Problem-solving and adaptability
- Excellent communication and interpersonal skills
- Cultural sensitivity and community-centric approach
- Ability to work independently in dynamic field environments
  


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- Success Measures
- Effective collaboration and partnerships with government stakeholders.
- Timely and high-quality implementation of community programs.
- Strong community participation and engagement levels.
- Achievement of program milestones and impact objectives.
- Positive stakeholder feedback and sustained local partnerships.
- Quality reporting, documentation, and impact evidence.
- This role offers an opportunity to work at the intersection of community development, government collaboration, and social impact, contributing meaningfully to the Foundation's mission across diverse program areas.

**How to Apply:**

Interested candidates should submit their resume and a cover letter detailing their relevant experience and interest in the position to [\[archana@rpgf.in\]](mailto:archana@rpgf.in).

RPG Foundation is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply. This job description is a general guideline and may be subject to change based on organizational needs.