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Program Director, World Design Protopolis, WDP, Bengaluru,

Background

WDP is a five-year program renewed annually between World Design Organisation Montreal, The Association of Designers of India, ADI, Srishti Manipal Institute of Art Design and Technology, SMI, as the anchor institution, and the city of Bengaluru represented by BBMP.

Bengaluru was nominated as World Design Protopolis by WDO in July 2023, and is the first city in the world to hold this title.

Over the 5 years that Bengaluru is Designated as World Design Protopolis, designers and other stakeholders will co-create solution prototypes that will make the city

1. more sustainable in terms of water, energy, waste management, mobility and resilience to climate change,
2. encourage green and circular entrepreneurship,
3. design and build meaningful and effective infrastructure
4. Make the city safe for women children elderly people with disabilities and non-humans,
5. Promote art culture heritage and food as the experience of the city
- 6 Create the pedagogies and technologies that will tackle today's big problems.

WDP is a marquee project, a benchmark for the world and an opportunity of a lifetime for those aspiring to create an impact at a local and global level.

Job Objectives:

We are seeking a competent Program Director to lead the WDP Secretariat team or Task Force, that is in charge of the day-to-day operations of the program.

The Program Director will undertake a variety of administrative and program management tasks. The ideal candidate will be responsible for planning, organizing, and overseeing programs and activities, as well as carrying out important operational duties. If you are organized, detail-oriented, and comfortable working with diverse teams, we encourage you to apply. Additionally, have skills in program development and human resources support and fundraising, further if you have a background in design or design management that would be a plus. We'd like to meet you.

The Program Director of WDP BLR will be the liaison between the WDP program team and the WDO. The Director will ensure the different projects and programs under the WDP are managed well and projects demonstrate the power of design to solve big problems effectively. Oversee projects through an internal project management team, monitor progress and intervene when necessary. Understand the scope of work outlined in the Host Program Agreements and the Memorandum of Agreement and work to the timelines and objectives agreed to.

Responsibilities

- Manage the tracking of multiple projects, relationships, details, handling complexities, generating reports and ensuring a smooth process from inception to implementation and reporting about tangible outcome/s. Planning and coordination of programs /projects and their activities.
- Articulate the objectives of WDP and present in inspiring and impactful ways, the work being done at local, national, and international forums. Ensuring implementation of overarching principles, policies and practices that are in line with the SDGs.
- Taking ownership of this meaningful project, navigating and being flexible regarding systems and approaches required to ensure Project success and Program outcomes.
- Maintaining budget and tracking expenditures/transactions
- Managing communications through media relations, social media, etc.
- Manage a diverse team, taking and receiving feedback from the Govt Department/s, WDO, and Partners.
- Liaise with the WDO-appointed in-country program manager, Liaise with the WDO Montreal team through regular meetings online and at in-person meetings.
- Ensure adequate fund flow for the projects both through the committed funds from the Government of Karnataka and by actively raising funds from the private and philanthropic sectors.
- Able to follow up patiently but firmly with government agencies and hold private sector consultants and designers accountable for their deliveries.
- Be able to oversee the measurement and evaluation of the program and provide necessary information to auditors.
- Network with stakeholders both in the country and internationally.
- Oversee and direct the annual flagship events.
- Building positive relations within the team and external parties
- Negotiate and resolve conflicts
- Scheduling and organizing meetings/events and maintaining agenda
- Ensuring technology is used correctly for all operations (video conferencing, presentations, etc.)
- Preparing paperwork and ordering materials
- Keeping updated records and creating reports or proposals
- Supporting growth and program development

Requirements and Skills

- Proven experience as a program coordinator or relevant position
- Knowledge of program management and development procedures
- Able to manage teams, communicate with clarity and effect,
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Knowledge of budgeting, bookkeeping, and reporting
- Tech-savvy, proficient in MS Office
- Detail-oriented and efficient

Qualifications:

Bachelor's degree/diploma in design, project management or Business administration
Experience 8-10 years in a design studio, project office or program management
For us experience trumps qualification

Contract Period :

The initial contract is for a year renewable annually for up to 5 years.

Location:

Bengaluru, with two offices one in Srishti Manipal Institute of Art, Design and Technology's Centre of Excellence in Emerging Practices and Pedagogies, and the other at BBMP Hudson Circle.

Send in your resume to Ravi Jangir, and a short Statement of Purpose (200-500 words) to the Vice President ADI BLR Chapter at bengaluru@associationofdesignersofindia.org

Frequently Asked Questions**What does a Program Director do?**

A Program Director is responsible for planning, implementing, and evaluating different programs. They must have an excellent understanding of how to manage their projects with strict deadlines while staying within budget constraints by utilizing resources effectively.

What are the duties and responsibilities of a Program Director?

Program Directors manage, coordinate, and oversee different programs. They monitor approved expenditures of a program, prepare financial statements for their organizations, and maintain records pertaining to activities in that particular area.

What makes a good Program Director?

A good Program Director possesses strong analytical skills, excellent communication abilities, good managerial practices, great problem-solving logic, and exceptional time management skills to balance multiple projects simultaneously.

Who does a Program Director work with?

A Program Director generally oversees one or more Project Managers. They report to an Action Committee that is headed by the President of ADI BLR Chapter which in turn reports to a steering committee.