

Project Manager

Full-time | Head Office team

Base Location: Remote

Min. 5-7 years' experience

Reporting Line: Director / Chief Operating Officer

Desired Start Date: November – December 2025



About Oorja

Oorja (www.oorjasolutions.org) is an award-winning social enterprise based in New Delhi. We are on a mission to empower 1 million farmers globally by 2030 with the agricultural solutions they need to sustainably increase their income and quality of life.

We are a Farming-as-a-Service company working at the intersection of sustainable agriculture and clean energy. Founded in 2016, Oorja aims to address the climate crisis by promoting clean solar energy in India through inclusive and affordable solar-powered irrigation solutions. Oorja leverages decentralised solar PV infrastructure to provide clean energy and climate-smart solutions that meet the needs of farmers and farming based institutions. Our farmer-centric business models enable transition from fossil fuels to clean energy thereby reducing carbon footprint, boosting productivity, increasing income, long term saving and enhancing climate resilience of communities, contributing to the SDGs.

Role Background

Oorja is seeking a highly skilled and dynamic Project Manager to lead the management of a large grant for 2 years (end 2025 to end 2027), with a possibility for full-time employment. This role requires exceptional organisational, financial, and leadership capabilities. The Project Manager will be the main point of contact for donors, funders, partners and clients, ensuring timely delivery of project milestones, reporting, invoicing, and overall relationship management. The role also involves team leadership at both head office and field levels, coordination with large funders, donors and partners, financial and budget oversight, and supporting the development of new technology solutions including mobile apps, digital dashboards, and process optimisation.

The ideal candidate will have proven experience managing complex, multi-stakeholder projects in the development sector, with strong skills in donor reporting, financial management, and cross-team coordination.



How to Apply

If this opportunity appeals to you, please send your application by filling the brief online application form before **Friday, 10th October 2025** here – www.oorjasolutions.org/apply-now.

Roles and Responsibilities

As Project Manager, your responsibilities include, but are not limited to:

Project & Programme Management

- Lead the full project cycle management of large, multi-year grant-funded projects and programmes, starting with a 2-year programme in partnership with a Swiss Research Organisation.
- Develop detailed implementation plans and Gantt charts with clear milestones, deliverables, and resource allocation. Ensure project progress is tracked with a very high attention to detail.
- Oversee project delivery to ensure activities are completed on time, within scope, and within budget.
- Establish and maintain monitoring and evaluation frameworks for tracking progress, outputs, and outcomes.
- Identify risks and bottlenecks, and develop mitigation strategies to ensure smooth delivery.
- Ensure all projects comply with donor requirements, local regulations, and Oorja's internal policies and SOPs.

Donor & Partner Management

- Act as the primary liaison for donors, funders, partners, and clients throughout the project lifecycle.
- Lead donor communications, including quarterly and annual reporting cycles, and any other reporting requirements from the project funder or any other funder or partner.
- Organise donor field visits, steering committee meetings, and partnership workshops.
- Provide timely updates, presentations, and briefs to maintain strong and transparent relationships with funders and partners.
- Identify opportunities for deepening partnerships and supporting new proposals with support from the Fundraising and Communications teams. Ensure current projects and programmes are being leveraged to support the organisation in reaching its targets (grant fundraising, business development, technology development, etc.).

Reporting & Invoicing

- Draft and submit high-quality donor reports (narrative and financial), ensuring accuracy, clarity, and compliance.
- Coordinate with internal teams to collect data, case studies, and evidence for complex milestone-based reporting.
- Maintain and update reporting calendars, ensuring deadlines are consistently met.
- Prepare, verify, and follow up on invoices for donors and clients, in collaboration with Finance.

- Support internal reporting to senior management, including board updates and organisational dashboards.

Financial & Budget Management

- Develop and manage detailed project budgets in line with donor agreements.
- Track and reconcile project expenditures against approved budgets on a monthly basis.
- Monitor burn rates, financial risks, and variances, and recommend corrective actions.
- Support Finance with preparation for donor audits, financial statements, and compliance checks.
- Ensure expense documentation, procurement, and payments are carried out according to Oorja's policies and donor guidelines.

Team Management

- Directly manage project staff at the head office level and coordinate with field teams to ensure alignment.
- Provide ongoing coaching, performance management, and capacity building for team members.
- Delegate tasks effectively, monitor progress, and resolve challenges across teams.
- Foster collaboration across functions (BD, Finance, Field Operations, Engineering, Impact) to ensure smooth delivery.
- Create a culture of accountability, inclusivity, and continuous learning within the team.

Technology Development & Process Optimisation

- Oversee development and rollout of digital solutions, including mobile applications, software platforms, dashboards, and data systems.
- Define functional requirements, manage technology vendors, and ensure tools are user-friendly and aligned with project goals.
- Ensure field teams are trained in the use of new technology and that systems are integrated with project workflows.
- Lead initiatives for process mapping, documentation, and optimisation across the organisation.
- Use data and dashboards to monitor performance, identify gaps, and drive strategic decision-making.

Fundraising & Impact

- Support the Fundraising and Partnerships teams in designing high-quality proposals for grants, programmes, and partnerships.
- Provide data, insights, and learnings from ongoing projects to strengthen fundraising pitches and support efforts to improve the organisation's overall conversion rate from grant applications and proposals.
- Contribute to impact assessments by ensuring collection and analysis of evidence, case studies, and farmer stories.

- Collaborate with the Impact & Communications teams to develop knowledge products, publications, and communication materials that showcase Oorja's achievements.
- Represent Oorja in donor meetings, conferences, and sectoral platforms to enhance visibility and build networks (national within India, and internationally).

Cross-Functional Collaboration

- Work closely with senior management to ensure alignment of project goals with Oorja's strategic objectives.
- Collaborate with Business Development on fundraising and proposal design, providing lessons and data from ongoing projects.
- Support Partnerships & Impact in generating insights and case studies for external communications.
- Coordinate with external consultants, contractors, and technical partners as required.

Qualifications & Skills:

- Master's degree in Development Studies, Business Administration, Engineering, or related field.
- 5–7 years' experience managing large, donor-funded projects and multi-stakeholder programmes.
- Proven track record of donor relationship management, reporting, and compliance.
- Strong financial management skills, including budgeting, forecasting, and expense tracking.
- Experience managing diverse teams, including both office-based and field staff.
- Familiarity with technology development (apps, dashboards, digital platforms) and process optimisation. Knowledge of ERP systems like Odoo is ideal, although not essential.
- Excellent communication and negotiation skills, fluent in English (Hindi highly desirable).
- High degree of organisation, attention to detail, and problem-solving capacity.

Other Requirements:

- Willingness to travel periodically to project sites.
- Must have a working laptop and reliable internet connection.

What We Offer

- A highly enthusiastic, driven and ambitious team
- A melting pot of diverse talents – development professionals, researchers, engineers, farmers, scientists and community mobilisers
- Competitive remuneration package
- Interesting field of work where you will build your understanding of solar technology, sustainable agri-food systems and the development sector
- Close mentorship for career development
- A flat and open work culture and friendly work environment
- Experience and responsibility at an award-winning company in the renewable energy and agri- tech industries, among the fastest-growing segments of the global economy

- The opportunity to make a difference and to help improve people's lives.

Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavors to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. If you can contribute to our organisation, you are welcome, regardless of your roots, religion, age or gender.