



Job Description: Admin and Campus Manager

Organization: FAME India

Location: Bangalore

Experience: 8 to 10 Years of Relevant Experience

Reports to: Executive Director / Officiating Director

ABOUT THE ORGANISATION

Are you passionate about working with people with Neuro-developmental Disabilities (NDD)? FAME India is a not-for-profit organisation set up in 2001, to enable and empower persons with neuro-developmental disabilities and their caregivers to lead a meaningful life.

FAME India (FI) focuses on building and maintaining skills of persons with neuro-developmental disabilities through early intervention and a holistic education program which includes in-house therapists, special educators, and counsellors. We work to deliver continuous, high-quality engagement in the areas of daily living, life skills, vocational skills, social inclusion, recreation, health, safety, and complete well-being for every individual in our community.

Our campus provides a nurturing, safe, and specialized environment for individuals with moderate-to-severe NDD, ensuring they have the space to thrive through interventions that are life-long, deep, and holistic. FI aspires to be a Centre of Excellence in the field of NDD.

ROLE OVERVIEW

FAME India is seeking a proactive and detail-oriented Admin and Campus Manager to lead the organization's operational functions and steward our physical environment. Reporting directly to the Executive Director/ Officiating Director. The Administration and Campus Manager will be responsible for planning and executing the administration function, devising ways to streamline administrative processes within FAME India. This is a critical leadership role focused on streamlining administrative processes and ensuring our campus remains a safe, high-functioning sanctuary for individuals with Neuro-developmental Disabilities (NDDs). The successful candidate will transition FAME India's operations toward a model of "zero-downtime" efficiency, ensuring that all infrastructure and administrative services are high-quality, compliant, and perfectly aligned with our mission of providing a nurturing, life-long environment for our community.

KEY STRATEGIC RESPONSIBILITIES

1. Administrative Excellence & Process Innovation

- Act as the primary architect of FAME's administrative systems, ensuring seamless execution across all departments.



- Develop, review, and improve policies to streamline workflows, moving the organization toward higher efficiency and reduced overhead
- Collaborate with internal teams to establish and meet rigorous Service Level Agreements (SLAs), ensuring administration acts as an enabler for program success.
- Serve as the first level of support for administrative or external emergencies, maintaining organizational stability.
- Work closely and collaborate with different teams (stakeholders) to understand their expectations and requirements from Administration department
- Plan and fulfil the Administration support needs of various stakeholders per agreed SLAs.
- Develop, review and improve administrative systems, policies and procedures
- Ensure seamless execution of all administrative activity across the organization
- Be the first level support in case of any administrative or external emergency

2. Strategic Procurement & Vendor Partnerships

- Responsible for collecting the service needs of various stakeholders and developing contractual partnerships, reviewing their service and monitoring them on a regular basis. This includes services such as Transport services, Catering, Security and Housekeeping services.
- Responsible for collecting the material needs of various stakeholders, developing vendors, placing orders and ensure on time receipt of the materials
- Move beyond simple purchasing to developing long-term, high-value contractual partnerships for essential services (Transport, Catering, Security, and Housekeeping).
- Manage the end-to-end procurement lifecycle—from material need identification to vendor development and inventory management—ensuring timely delivery and quality control.
- Responsible for maintaining inventory of goods, reviewing the stock and placing orders for regular needs
- Identify cost-saving opportunities and recommend strategies to optimize resource allocation without compromising service quality.

3. Campus Stewardship & Safety Protocols

- Implement and oversee campus safety procedures that protect the dignity and physical well-being of staff, wards, families, and visitors.
- Develop and enforce strict guidelines and visitor management protocols to safeguard FAME India's properties and assets.
- Develop and implement visitor management protocols
- Monitor housekeeping activities at regular intervals
- Lead the planning and oversight of on-campus and off-campus events (conferences, caregiver meetings, orientations), ensuring a professional and conducive environment for all participants.



4. Financial Discipline & Regulatory Compliance

- Develop and manage the annual administrative and campus-related expenses, ensuring all expenditures reflect FAME's strategic pillars and financial guidelines.
- Monitor expenditures and financial records, ensuring adherence to budgetary guidelines.
- Identify cost-saving opportunities and recommend strategies to optimize resource allocation.
- Collaborate with the finance department to track expenses, process invoices, and maintain financial records related to administrative and campus management
- Ensure compliance with relevant laws, regulations, and standards pertaining to the organization's operations and facilities.
- Maintain meticulous records and documentation required for audits, inspections, and legal reporting, ensuring 100% compliance with relevant laws and NGO standards.

CANDIDATE PROFILE & CRITERIA

Education & Experience:

- Bachelor's degree in Business Administration, Management, or a related field.
- 8 to 10 years of relevant experience in Administration and Facilities/Property Management, with a preference for those in the Bangalore NGO or social enterprise landscape.
- Fluency in English is mandatory; proficiency in Kannada and Hindi is highly preferred to navigate the local ecosystem effectively.

Core Value Alignment:

- Ability to work seamlessly across teams to translate program needs into operational reality.
- A proven ability to meet rigorous timelines and manage multitasking priorities in a high-impact environment.
- Knowledge of the challenges faced by the NDD community, with a commitment to maintaining a campus that respects their unique needs.

Technical Skills:

- A team player with leadership skills with ability to diagnose operational bottlenecks and implement lasting solutions.
- Excellent organizational and multitasking abilities with strong expertise in overseeing complex physical and administrative projects from inception to completion.
- Attention to detail and knowledge of relevant compliance requirements and deep understanding of the regulatory requirements and standards pertaining to NGO operations and facility management.
- Exceptional skill in time, task, and resource allocation to ensure "zero-downtime."



Strategic Mindset:

- Must possess the ability to balance the need for rigorous financial discipline with the "strategic guardrail" of providing a nurturing, world-class environment for the NDD community.

Application Process:

Interested candidates may send their updated resume along with their LinkedIn profile URL to career@fameindia.org, with the subject line: *Application: Admin & Campus Manager*