



### Program Manager/ Strategic initiatives at Action For India

Role	Program Manager/ Strategic initiatives
Compensation:	As per Industry Standards For ideal candidates, we're flexible
Qualification:	A bachelor's degree in any discipline from a reputed institute A Management Graduate would be preferred
Experience:	A minimum of 8-10 years of experience (with at least 4 years of experience in entrepreneurship or start-up space)
Location	Currently remote for 1 year, after which it will be Mumbai/ Bangalore

#### **About AFI**

Action For India's mission is to help social entrepreneurs in India overcome barriers to scale and achieve greater impact at the Bottom of the Pyramid. AFI identifies and connects high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Climate Change and Financial Inclusion) with impact investors, mentors, technology resources, government contacts and local partners to help them on their scaling journey. Launched in 2012,

AFI is headquartered in New Delhi, India and has chapters in the UK and Silicon Valley, California. Since its inception, AFI has helped more than 1000 social entrepreneurs in their scaling journeys.

You can get more information about AFI at <<http://www.actionforindia.org>>.

#### **Position Overview:**

We are seeking a highly motivated and experienced Program Manager to join our dynamic team. The Program Manager will play a crucial role in designing and managing Level 2 & Level 3 programs, engaging with alumni, driving strategic initiatives, conducting competition studies, and leading fundraising activities.

The Program Manager will lead the design and implementation of a comprehensive Startup Engagement Program, including structuring objectives and activities. They will manage all aspects of Cohort programs from selection to reporting stages. The role involves cultivating partnerships with donors, CSR initiatives, and other stakeholders. The Program Manager will coordinate fundraising efforts, including proposal development and maintaining a donor MIS system. Additionally, they will support marketing initiatives for enhanced outreach and engagement. The role may entail other agreed-upon responsibilities as needed

#### **Broad Job Profile and Deliverables:**

- ❖ Startup Engagement Program Design Level 2 & Level 3: Design a comprehensive Startup Engagement Program or Catalyser Program that outlines the structure, objectives, and activities.
- ❖ Cohort Management: Anchor and coordinate the entire lifecycle of Cohort programs, Alumni engagement.
- ❖ Strategic Initiatives: Identify and pursue strategic opportunities for expanding AFI's reach and impact in the social entrepreneurship ecosystem.
- ❖ Competition Study: Conduct comprehensive studies and analysis of existing competitions, awards, and recognition programs in the social innovation space.
- ❖ Partnerships and Collaboration: Establish and nurture partnerships and collaborations with potential donors, corporate social responsibility (CSR) initiatives, foundations, corporations, and other stakeholders.



- ❖ **Fundraising:** Develop and execute fundraising strategies to secure financial support from individual donors, corporate sponsors, foundations, and other sources. Coordinate and support fundraising communication, write, submit, and defend proposals for securing funds, both independently and with guidance or consultation as necessary. Maintain a donor Management Information System (MIS) with qualitative, quantitative, and impact-related data as per the Donor Calendar.
- ❖ **Other Agreed-upon Responsibilities:** Take on any additional tasks, initiatives, or responsibilities as agreed upon before or after joining the organization.

### **Key Deliverables:**

#### **1. Program Design and Management:**

- Lead the design, planning, implementation, and evaluation of Level 2 & Level 3 programs aimed at fostering social entrepreneurship and innovation.
- Develop detailed program timelines, budgets, and performance metrics to ensure successful execution.
- Oversee program activities, monitor progress, and address any challenges or risks that may arise.
- Collaborate with internal teams and external stakeholders to optimize program impact and outcomes.

#### **2. Alumni Engagement:**

- Develop and maintain strong relationships with program alumni to facilitate ongoing support, mentorship, and networking opportunities.
- Organize alumni events, workshops, and knowledge-sharing sessions to foster collaboration and community-building.
- Collect feedback from alumni to continuously improve program offerings and enhance alumni satisfaction.

#### **3. Strategic Initiatives:**

- Identify and pursue strategic opportunities for expanding AFI's reach and impact in the social entrepreneurship ecosystem.
- Research and analyze emerging trends, challenges, and best practices to inform strategic decision-making.
- Work closely with the executive team to develop and implement strategic initiatives aligned with AFI's mission and objectives.

#### **4. Competition Study:**

- Conduct comprehensive studies and analysis of existing competitions, awards, and recognition programs in the social innovation space.
- Identify potential partnerships and collaboration opportunities with other organizations to enhance AFI's visibility and participation in relevant competitions.
- Provide recommendations for optimizing AFI's participation in competitions and maximizing chances of success.

#### **5. Supporting Fund raising activities:**

- Develop and execute fundraising strategies to secure financial support from individual donors, corporate sponsors, foundations, and other sources.
- Cultivate relationships with potential donors and sponsors, communicate AFI's impact and value proposition, and solicit financial contributions.
- Prepare grant proposals, sponsorship packages, and other fundraising materials to effectively communicate AFI's funding needs and priorities.

### **Qualifications:**

- Bachelor's degree in a relevant field (Master's degree preferred).
- Minimum of 8 years of experience in program management, preferably in the non-profit sector.
- Strong project management skills with the ability to effectively plan, execute, and evaluate programs and initiatives.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate with diverse stakeholders.
- Proven track record of successful fundraising and donor engagement.
- Strategic thinker with the ability to analyze complex issues, develop innovative solutions, and drive organizational growth.
- Passion for social entrepreneurship, innovation, and sustainable development in India.

**Join us in our mission to drive positive change and create a brighter future for India's communities. If you're passionate about social impact and have the skills and experience to excel in this role, we encourage you to apply.**

