



Title: Chief Operating Officer (COO)

Location: Bengaluru, India (other locations may be considered for the right candidate) **Reports to:** Board of Directors

Organization Overview:

Action For India (AFI) is a non-profit organization dedicated to helping social entrepreneurs in India scale and expand their impact. AFI connects entrepreneurs with mentors, investors, and other resources to help grow their ventures. A pioneer in the sector, AFI has established several groundbreaking initiatives including the Silicon Valley Trek and the Social Entrepreneurs Advisory Programmes, which have been running successfully since 2017. AFI also hosts an annual forum that brings together social entrepreneurs, investors, and other stakeholders to share knowledge and build networks.

In India, AFI operates as a Section 8 Company (with 80G, 12A and FCRA certifications) and maintains 501c3 status in the US. The organization has international chapters in Silicon Valley, US and London, UK.

Job Summary:

AFI seeks a visionary and strategic leader to serve as Chief Operating Officer (COO). This role combines strategic leadership with operational excellence to drive AFI's growth and impact. The COO will collaborate with the Chairman, Board of Directors, and team members to shape and execute AFI's strategy while ensuring programmatic excellence and financial sustainability. This position requires a leader who can balance delegation with appropriate intervention while guiding a young, dynamic team toward achieving AFI's mission of empowering social entrepreneurs in India.

Strategic Leadership:



Key Responsibilities:

- Develop and execute AFI's comprehensive strategic plan, encompassing programmatic goals, fundraising initiatives, and operational objectives

- Provide strategic direction to ensure alignment with AFI's mission, vision, and values •

Lead the design and implementation of innovative programmes that advance AFI's impact

Programme Management:

- Oversee project managers and resource allocation to ensure high-quality programme execution
- Develop and monitor macro-level goals, milestones, and performance metrics
- Implement effective risk mitigation protocols
- Design and upgrade impact evaluation frameworks across programme design, delivery, and measurement.

Resource Mobilization:

- Work with the Chairman and Board to develop and implement an integrated resource mobilization strategy
- Pursue diverse funding streams including unrestricted and long-term funding through conventional and innovative channels
- Manage donor relationships and oversee grant writing processes across public/private/NPO institutional donors, individuals, and CSR initiatives

Stakeholder Management:

- Build and nurture relationships with social entrepreneurs, mentors, investors, donors, government agencies, and other non-profit organizations
- Represent AFI at national and international forums
- Engage actively on social media to promote AFI's services and programmes
- Identify and pursue strategic partnerships to leverage AFI's expertise and resources

Financial Management:

- Oversee organizational budgeting, accounting, and financial reporting
 - Ensure compliance with donor requirements and reporting obligations
 - Maintain strong financial controls and transparency
- Team Leadership:
- Foster a culture of collaboration, innovation, and accountability
 - Build and mentor high-performing teams
 - Implement effective change management and resource management protocols.

Action For India <http://www.actionforindia.org> 15-A, 4th floor Pratap Nagar
info@actionforindia.org Near Indian Bank, Above KBM electronics +91-81057-32008
Mayur Vihar, New Delhi, Delhi 110091



Qualifications:

- Minimum 10 years of senior leadership experience in non-profit, social enterprise, or corporate sector
 - Proven track record in strategic programme implementation, fundraising, and team management
 - Demonstrated experience in leading organizations through significant growth and change •
- Strong financial management skills with experience in budget management and multilateral financial reporting
- Excellence in stakeholder management and communication
 - Proven success in fundraising and donor relations
 - Bachelor's degree required; advanced degree in business, public administration, or related field preferred
 - Deep understanding of the social entrepreneurship ecosystem

Application Process: Please send your resume and a cover letter detailing your background to careers@actionforindia.org with "AFI COO" in the subject line.

Action For India <http://www.actionforindia.org> 15-A, 4th floor Pratap Nagar
info@actionforindia.org Near Indian Bank, Above KBM electronics +91-81057-32008
Mayur Vihar, New Delhi, Delhi 110091