

Program Manager - Investments at Action For India

Role	Program Manager - Investments
Compensation:	As per industry standards. For ideal candidates, we're flexible
Qualification:	A bachelor's degree in any discipline from a reputed institute. An advanced degree in management would be preferred
Experience:	6-8 years of relevant experience in entrepreneurship, venture capital or start-up advisory services
Location:	Remote

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 identified 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/>>.

About the Role

Key Deliverables:

- Help cohort SEs reach investment readiness for fundraising (through business plan development, financial data compilation, pitch deck development, etc.)
- Connect cohort SEs with relevant funding sources based on their stated requirements
- Assist cohort SEs in negotiating terms with investors for investments
- Chart out financial growth and sustainability strategies for cohort SEs
- Monitor market trends and investment portfolios of AFI SEs and alumni
- Drafting proposals seeking the grant and CSR funding from various sources for AFI and cohort SEs
- Prepare internal strategic documents and recommendations in order to build AFI's role in promoting socially-driven enterprises
- Design and organize webinars and workshops as part of the advisory service offerings
- Build partnerships with ecosystem stakeholders to strategize and implement AFI programs
- Design communications strategies for visibility and outreach of the program
- Developing a budget, operating plan and funding proposal(s) for the program
- Adopting rigorous evaluation methods to assess program strengths and identify areas for improvement
- Prepare reports on AFI's core sectoral and service domains for dissemination within AFI's networks and for general publication

You'll excel in this role if you possess the following skills and attributes:

- Excellent project management and organizational skills with high attention to detail
- Strong understanding of financial tracking, especially for MSMEs and startups
- Knowledge of navigating due diligence procedures in the startup investment community
- Highly developed oral and written communication skills and ability to work with individuals and groups at all levels
- Strong ability to think across domains and connect ideas laterally
- Ability to work on multiple projects, under deadlines, with changing priorities in a dynamic, fast-paced, multi-cultural environment
- Passion for pursuing a career in the domain of social impact
- Effective and strong institutional network-building capabilities to establish relationships with the various stakeholders and startups
- Good understanding of the social entrepreneurship ecosystem in India
- Good interpersonal communication, organizational, and written communication, particularly with social media
- Excellent knowledge of MS Office, Google Workspace; working knowledge of fundraising platforms (LetsVenture, F6S, etc.) is a strong advantage

How to Apply

Candidates who fulfil the eligibility criteria should email their resume and one-page cover letter with the subject "Application For Program Manager Role @ AFI" to careers@actionforindia.org