

Program & Operations Manager at Action For India

Role	Program & Operations Manager
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 7 years of experience (with at least 5 years of experience in entrepreneurship or start-up advisory services)
Location:	Remote

About AFI

Our core customers at Action For India (AFI) are early-stage, tech-enabled, for-profit social entrepreneurs of India. Our mission is to identify these high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Clean-Tech, and Fin-Tech) and connect them with resources to help scale the impact of their work - be it funding, mentors, technology resources, government decision-makers or customers. Since its inception in 2012, AFI has helped more than 1000 social entrepreneurs in their scaling journeys..

AFI is an international impact organization with presence in the USA, UK and India. In India, we are a Section 8 Company (with 80G, 12A and FCRA certifications) and in the US we are a 501-c3 organization. Our two active chapters outside India are in Silicon Valley, USA and London, UK.

Our main initiatives include the AFI Annual Forum, Social Enterprise Advisory Services (SEAS), Women in Social Entrepreneurship (WISE), AFI i-TIC Foundation Social Entrepreneurship Accelerator (AISEA), Impact Investment Fund (3i Partners) and the Silicon Valley Challenge (SVC) Trek.

AFI has been supported by several foundations and investors including eBay Foundation, UNGC, IDRF, Guru Krupa Foundation, Deshpande Foundation, Omnivore, Let's Venture, etc..

We have also been supported by tech giants such as Intel, Cisco, HP, Nokia, etc. to give impetus to our programs.

For further details, please visit <https://actionforindia.org/>

About the Role

Key Deliverables:

- Overall planning the activities, programs, resources, budgets and operations at AFI including new initiatives
- Team Management: Build, lead and motivate a diverse remotely working team to ensure successful implementation of programmes and other/new initiatives at AFI. Oversee and manage Admin, Recruitment, Communications, Interns/Volunteers, Consultants apart from Core Program Team
- Pre-program: Social Entrepreneur (SE) pipeline generation, Screening of applications, Research, presenting applications to the next level for selecting SEs
- Program Operationalise: Conceptualize, plan and implement the program successfully for SEs. Induct new entrepreneurs; work with entrepreneurs in understanding needs and keep track of the program flow.
- Sign fee-bearing MoUs with at least 20 social entrepreneurs as part of the AFI advisory services
- Enable fee based revenue generation and evaluate opportunities for revenue generation of at least INR 10 Lakh
- Build a robust mentor and investor network for the advisory services (at least 10) by leveraging the AFI larger network.
- Design and organize webinars and/or workshops as part of the advisory service offerings
- Identify revenue generation opportunities for enrolled social entrepreneurs as part of the advisory services.
- Build partnerships with ecosystem stakeholders to strategize and implement the program
- Design communications strategies for visibility and outreach of the program
- Developing a monitoring & evaluation (M&E) method to assess program strengths and identify areas for improvement
- Prepare reports (Program as well as Donor) for Management
- Conduct regular/weekly review meetings with team and Management

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.
- Highly developed oral and written communication skills and ability to work with individuals and groups at all levels.
- 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
- Prior experience of building and managing a team
- Prior exposure to the women entrepreneurship ecosystem will be an added advantage
- Effective and strong network building capabilities to establish relationships with the various stakeholders and startups
- Good understanding of the social entrepreneurship ecosystem in India preferably Education, Healthcare and Agriculture sectors

- Good interpersonal communication, organizational, and written communication particularly with social media
- Excellent Knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage

How to Apply:

Candidates who fulfill the eligibility criteria should email their resume and cover letter with the subject "For Program & Operations Manager Role @AFI" to careers@actionforindia.org