

### Project Manager - AFI Annual Forum

<b>Role</b>	Project Manager - AFI Annual Forum
<b>Compensation</b>	This is a contractual role for 4 months (Sept to Dec, 2021). Monthly Compensation will be as per industry standards
<b>Qualification</b>	Graduate in any discipline
<b>Experience</b>	2 to 3 years of relevant work experience in managing large-scale events of 500 to 1000 participants. Candidates having experience with managing large-scale Virtual Events will be preferred.
<b>Location</b>	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 connects social entrepreneurs with impact investors, mentors, technology resources, government contacts and local partners. 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 AFI Annual Forum

Our flagship vehicle to support these entrepreneurs is the AFI Annual Forum, an invite-only event bringing together **100 leading social entrepreneurs** along with **100 influencers** drawn from the realms of impact investment, philanthropy, governance, technology and public policy. AFI Annual Forums have been organised every year since 2012 at various locations - Delhi, Hyderabad, Bengaluru and Mumbai. Due to the pandemic, the Forum could not be held last year.

Some of the Eminent speakers at previous AFI Forums include Amitabh Kant, Desh Deshpande, Sam Pitroda, Nandan Nilekani, Ronnie Screwvala, Shiv Khemka, and Peggy Dulany Rockefeller while some of the companies that have supported the previous editions of the Forum include Cisco, Intel, Nokia, Hewlett Packard, Nishith Desai Associates and ONGC; and Foundations including Deshpande Foundation, Motwani Jadeja Family

Foundation, Ravi Mantha Family Foundation, WISH Foundation, Ek Soch Foundation, the Global Education Leadership Foundation, and Apollo Hospitals Foundation. More Information about the Forum is available at [https://www.actionforindia.org/afi-forum-2021/new\\_index.html](https://www.actionforindia.org/afi-forum-2021/new_index.html).

The 9th edition of the Annual Forum is scheduled to be held in Dec 2021. Given the pandemic, this invite-only event will be conducted virtually inviting stakeholders in the social impact ecosystem from all over the World.

### **About the Role**

#### **Key Deliverables:**

1. Oversee all aspects of the Annual Forum including Program Content, Fundraising and Sponsorships, Outreach to Social Entrepreneurs, Outreach to “Influencers”, Marketing, Partnerships and Logistics.
2. Identify a target group of potential sponsors (both within India as well as outside the country); prepare sponsorship collateral; conduct outreach and raise funds for the event.
3. Design the themes for the Forum and the various sessions; Create list and reach out to potential speakers
4. Onboard and work closely with a team of interns and vendors/agencies for the smooth execution of the event.
5. Create and execute an outreach plan to ensure participation from entrepreneurs, investors, mentors, ecosystem partners, and sector champions.
6. Work closely with the AFI Communications team to create marketing collateral for the event.

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

- Demonstrated ability to design and execute large-scale, virtual events
- Adept at Project planning & execution
- Flexible working hours suiting AFI's global network

#### **How to Apply:**

Candidates who fulfil the eligibility criteria should email their resume and cover letter to [careers@actionforindia.org](mailto:careers@actionforindia.org) with the subject line - AFI Annual Forum Manager