

**Position Title:** Program Manager – AIF Banyan Impact Fellowship  
**Status:** Full-Time  
**Location:** New York City

**Organization: American India Foundation**

**Overview:** The American India Foundation (AIF) is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development, with a particular emphasis on empowering girls and women to achieve gender equity. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001, AIF has impacted the lives of more than 8 million of India’s poor and aims to reach 10 million by the end of 2022-23. The organization is a high-growth mode and wants to expand its digital fundraising footprint both in the US and in India. Learn more at [www.AIF.org](http://www.AIF.org)

**Job Summary:**

The Program Manager (US) manages all U.S. operations of the AIF Banyan Impact Fellowship program and works closely with the AIF Banyan Impact Fellowship team in India as well as implementation partners for the U.S.-based program. This person is responsible for managing the U.S.-based selection process, leading alumni engagement, supporting learning outcomes of all Fellows during the program, fundraising for the program, and advancing thought leadership in the field. This role is also responsible for managing the national network of AIF Young Professionals (YPs) by overseeing operations, compliance, and stewarding branding and development of YP chapters to cultivate the next generation of philanthropists.

**Reporting and relationships:**

The role will report to the Chief Executive Officer (CEO) of the organization.

**Job Functions:**

➤ **U.S. Program Management for AIF Banyan Impact Fellowship (50%):**

- **Selection:** Lead all aspects of the recruitment process in the U.S., including applications, interviews, and matching. Curate and lead selection panels of staff, Alumni, and volunteers. Create partnerships with other fellowships, professional associations, and universities to find suitable candidates. Select and train a cohort of Alumni ambassadors to host outreach activities throughout the U.S. Support the Host Organization recruitment and selection process. Advise team on new partnership opportunities.
- **Training:** Advise on content and delivery of the Fellowship conferences (Orientation, Midpoint, and Endpoint) for the India- and U.S.-based programs. Support India Team on

strategy and wrap-up. Identify and train Alumni facilitators and speakers. Advise team on partnerships with consultants and external guest speakers.

- Diversity & Inclusion: Implement innovations to build inclusive and equitable processes across all elements of the program. Spearhead ways to create a welcoming environment and increase accessibility for persons with disabilities (PwDs) to fully participate and contribute.
- Pre-Departure: Oversee the pre-departure, visa, and insurance process for U.S. Fellows. Author training material and policies (Handbook) for incoming Fellows and Host Organizations. Liaise with implementation partner for pre-departure activities for Indian Fellows coming to the U.S.
- Coaching and Assessment: Engage with the current Fellowship cohort as U.S.-based mentor. Participate in Fellow performance monitoring and output processes (Project Proposal, Impact Reports, Professional Growth & Development Cycles). Support program monitoring & evaluation. Advise team on responding to any workplace, personal, or cultural adjustment challenges.
- Thought Leadership: Manage U.S.-based content partnerships. Support the creation and dissemination of Fellowship publications (People-Powered Partnerships, Yearbook, Impact Posters, Blogs). Coordinate with Fellows, Alumni, and external contributors for content. Represent AIF through participation in publications and conferences to advance thought leadership in the U.S.
- Grant Management and Finance: Manage grants with funding partners. Act as budget head for U.S. expenditures. Oversee U.S. finances, provide budget reconciliations, and propose budget for upcoming years.
- Institutional Knowledge: Identify professional development and training opportunities for Fellowship Program staff members throughout the year. Guide Fellowship team in codifying institutional knowledge and optimizing processes and logistics to be efficient, cost-effective, and sustainable.

➤ **Alumni Relations Management for AIF Banyan Impact Fellowship (20%):**

- Strategy: Lead strategy and Alumni engagement opportunities. Oversee Alumni volunteer bodies to steward community building, professional development, thought leadership, and other mutual value-add opportunities in alignment with AIF strategic goals and values. Manage active Alumni networks in the U.S. and India. Monitor and evaluate impact of all Alumni activities.
- Recruitment: Identify and select Alumni for volunteer bodies. Create training plan for onboarding.
- Communications: Manage virtual Alumni engagement platform and oversee creation of content for Alumni social media platforms. Lead publications about Alumni updates and activities through mailings, newsletters, presentations, events, and social media.
- Professional Development: Formalize and oversee mentoring platform for Alumni. Develop guidelines, recruit participants, and monitor progress. Provide career coaching and support

to Alumni. Write recommendation letters, provide references, and identify opportunities to nominate Alumni for awards.

- Thought Leadership: Steward Alumni involvement in thought leadership, recruitment, MEL, program development, fundraising, publications, and events. Identify opportunities for Alumni to publish and present at conferences. Facilitate synergies between Alumni, YPs and other AIF bodies (e.g. chapters).
- Finance: Oversee budget planning and reconciliation. Propose budget for coming years.
- Institutional Knowledge: Oversee the maintaining of a comprehensive Alumni database and updating all records on an annual basis.

➤ **Program Management of Young Professionals (20%):**

- Operations: Oversee YP chapter operations to ensure quality and compliance. Lead YP chapters in stewarding awareness raising, professional development, thought leadership, and fundraising in alignment with AIF goals and values. Facilitate cross-chapter collaboration and knowledge transfer, including sharing of standards and best practices. Host monthly meetings and quarterly chapter leader calls to monitor progress. Incubate new YP chapters and oversee expansion of existing YP bodies.
- Finance: Oversee budget planning and reconciliation. Propose budget for coming years.
- Recruitment: Recruit, interview, and onboard YP chapter leaders. Train chapters in regulatory coherence.
- Mission Immersion: Oversee the implementation of a mentoring pilot for YP chapters. Develop training curriculum, select participants, and monitor progress. Facilitate exchange between YP chapter volunteers and program teams in India. Coordinate site visits in India with Strategic Partnerships & program teams.
- Communications: Lead communications on YP updates and achievements through mailings, presentations, and social media. Monitor and evaluate impact of all program activities.

➤ **Fundraising & Program Development (10%):**

- Prospect Research: Support U.S.-based fundraising for the Fellowship and YP programs. Identify, cultivate, and steward new funding opportunities. Author concept papers, proposals, and program materials for program development and expansion. Support CEO and Development Team in funding proposals.
- Donor Relationships: Act as the U.S.-based relationship manager to donors and partnerships associated with the program, including AIF senior leaders, U.S.-based Board Members, funding partners, and other stakeholders involved in the 10-year program vision plan (Empowered Committee).
- Grant Management: Oversee budget reconciliation with Development Team and relationship managers. Write reports and updates for donors as and when needed.
- Annual Giving: Advise Development Team on annual giving campaign (e.g. Light a LAMP) with YP chapters.

### **Key Skills, Competencies and Desired Qualifications:**

- Master's degree, with at least 7-10 years of work experience.
- A minimum 4-6 years of experience working with young adults as a facilitator, team leader, or coach.
- A minimum of 2-3 years of experience working in international education, e.g. international fellowships, service learning, experiential travel or study abroad program.
- Willingness to travel within the U.S. and to India for approximately 90-120 days in a year (post the COVID-19 pandemic).
- Experience handling medical or personal crises for groups or individuals, including mental health.
- Experience managing volunteers and/or alumni preferred. Positive team member. Ability to lead and motivate others. Adaptable and supportive attitude.
- Global citizen. Demonstrates experience in working with people from different cultural and national backgrounds. Sensitive to different cultural interpretations of experiences and events. Demonstrated experience of creating a positive, inclusive environment. Strong EQ skills and commitment to DEI.
- Previous experience working with the development sector in India; abreast with current issues and trends in the field. Passionate about social change.
- Ability to think strategically and creatively. Detailed-oriented, fast-working, ability to multi-task.
- Proactive, positive communicator. Detailed listener, and able to objectively handle interpersonal situations.
- Strong writer. Should be able to quickly and adeptly develop written collateral with no guidance.
- Experience in budgeting, grant management and donor cultivation preferred
- Advanced MS Office and Google Suite skills. Basic WordPress and Raiser's Edge skills preferred.
- Strong spoken and written English communication. Knowledge in Hindi or other local language a bonus.

**Salary:** American India Foundation offers a competitive salary based on experience and skills.

**Benefits:** American India Foundation offers an excellent benefit package including the below:

- Medical insurance (comprehensive benefit package 100% paid by AIF).
- Dental and Vision insurance.
- AIF paid 403(b) plan.
- Pre-tax flexible spending accounts.
- Life insurance paid by AIF.
- Paid Maternity Leave.
- Commuter benefits.
- Paid vacation and sick time.
- Employee Assistance Program(EAP).
- Opportunities to learn and grow in all aspects of a non- profit organization.

*The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.*

**HOW TO APPLY**

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: [ny@aif.org](mailto:ny@aif.org)

Due to the potential volume of responses, only candidates selected for an interview will be contacted.