

Advertisement for Program Officer- Banyan Impact Fellowship, AIF

Position: Program Officer- Banyan Impact Fellowship

Program: Banyan Impact Fellowship

Reporting: Program Head

Location: Gurgaon

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 12.9 million lives across 35 States and Union Territories of India.

Learn more at www.aif.org

Fellowship Program History:

AIF's Fellowship program shapes the next generation of leaders committed to positive social change while strengthening civil society in both the United States and India and identifying innovative solutions to tackle the most pressing challenges we face. It is the oldest program operating in AIF where fellows work on scalable projects across a range of thematic areas, including public health, education, livelihoods and many more with a special focus on women, children and youth. They aim to create knowledge for the sector at large while contributing to SDGs and uplifting local communities.

What started in 2001 as the AIF Service Corps for young Americans to work in India on disaster relief and long-term rehabilitation grew in its impact and footprint. In 2009 the program was renamed the AIF William J. Clinton Fellowship for Service in India in recognition of the former president's role in creating AIF. As the program grew, in 2011 it included cohorts from both the US and India working in tandem to create a binational force for good. In March 2021, AIF seized the moment to rebrand the program as 'The Banyan Impact Fellowship' to reflect the organizational mission, vision, and values moving into the third decade of action. It has been built upon its glorious past and will lead for the decade to come as a true catalyst for change. Since its inception, AIF has supported 501 Fellows and built capacities of 216 partner organizations across 25 Indian states to scale impact.

Additionally, AIF is proud to expand on the growth of the fellowship program and add a new segment to it. It has added an additional leg to the existing program in collaboration with Atlas Corps i.e. **The AIF Banyan Impact Fellowship for service in the United States** which aims to make the program truly bi-national. Starting 2022, the Fellowship Program will send social change professionals from India to serve across organizations in the US for capacity building and leadership development, thereby furthering the program's mission of creating lasting ties between India and the US. To learn more about the AIF fellowship, click here <https://aif.org/fellowship/>

Roles & Responsibilities:

Logistics and HR (60%)

Key Responsibilities

People and Event Management (45%)

- Offer regular mentorship and support to Fellows deployed within the program. Support them fully in their professional and personal growth. Conduct site visits in the field, as needed.
- Work with the foreign national Fellows to adjust to Indian norms, customs, particularly work culture. Actively manage and plan their arrival and settlement in India.
- Organize and coordinate program events including Orientation, Midpoint, Endpoint, and Thematic Conferences on various development topics.
- Help build the Senior Fellows Track: a new track to be introduced for further advancement of the program
- Engage Fellows throughout the Fellowship year in professional development opportunities.
- Contribute to building a strong Alumni network amongst past Fellows, and taking an active lead in creating meaningful avenues for alumni engagement both within the program and outside, especially in India. Participate in inducting outgoing Fellows into the Alumni cohort.

Program Development and Management (40%)

- Manage the application, selection and placement process of the Fellows.
- Manage all digital platforms and software that are part of the recruitment and implementation process. Responsible for developing and maintaining partnerships with host organizations and stakeholders of the Fellowship.
- Survey, report and grant writing for internal and external stakeholders, including donors.
- Work with the Program Head on tracking financial expenditure, contributing to financial management, and budget planning throughout the financial year.
- Develop strategies and innovations to strengthen the program and ensure quality.
- Troubleshoot and assist towards fixing/ addressing unforeseen programmatic challenges, including those encountered by the fellows
- Participate in strengthening the program's monitoring and evaluation framework and contributing to the soon-to-be launched 10 year Longitudinal Study for the Fellowship. Managing the continuation and sustainability of the monitoring and evaluation framework of both the Fellows and the host organizations and monitoring and tracking various programmatic indicators for reporting.

Other Program Areas (15%)

- Support social media engagement with applicants and assist in working with current fellows, alumni to boost the program's social media presence as required
- Assist towards broadening and strengthening the Program's network base, including the association of Host Organizations, prospective donors and other prospective partners
- Any other work, that is delegated by the Program Head, per the fast evolving changes within the Program.

Key Skills and Competencies

- The post holder should have at least 3 years of experience working directly with communities or people in development in respect to training, mentoring, teaching, or capacity-building. Demonstrate strong skills in managing groups of individuals from different backgrounds and perspectives. Experience in guiding experiential education programs or Fellowship programs preferred.
- People-oriented, with demonstrated evidence of highly collaborative communication skills, and strong interpersonal skills. Ability to communicate empathetically and transparently with individuals from varied backgrounds, and also experience in communicating clearly in high-pressure situations.
- Professional experience or a strong interest in social development and social justice. Committed and open to working with diverse communities and organizations. Demonstrated experience in facilitating community participation in relation to the social development sector.
- Ability to advise and give high level strategic input on proposal development and program scale up.
- Demonstrated experience in delivering presentations. Ability to be clear, concise, and engaging in spoken language when communicating to others.
- Strong writing skills- able to quickly and effectively write media collateral, emails, and reports.
- Strong computation skills in Excel, Word, and PowerPoint. Able to learn new data management and software quickly and effectively.
- Strong organizational skills. Able to effectively manage data, and keep track of varied information with ease and efficiency, and communicate data clearly to the team and all relevant stakeholders.
- Demonstrated experience in coordinating events in diverse, complex environments.
- Honesty, integrity, empathy and conscientiousness.
- Ability to keep calm under pressure
- Good analytical and planning skills.

Reporting: The position will directly report to The Program Head

Other: Salary shall be commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV for this role to indiarecruitments@aif.org with subject line “**Program Officer- Banyan Impact Fellowship (BIF)**”

Deadline for applications: 30th June 2022

Only applications of shortlisted candidates will be acknowledged.