

American India Foundations (AIF) for Project Coordinator

Position: Head of Operations

Program: Learning and Migration Program (LAMP)

Reporting: Director – Learning And Migration Program (LAMP)

Location: NCR-Delhi

Background:

The American India Foundation (AIF) 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.

Working closely with local communities, AIF develops and tests innovative solutions in partnership with NGOs and Governments to create and scale sustainable impact. Founded in 2001, at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of **12.9 million** of India's poor since then. With offices in New York, California and Delhi NCR, twelve chapters across the U.S., AIF is transforming lives across **35 States and Union Territories** of India while addressing issues in the field of education, health, livelihoods, and nurturing the next generation of leaders committed to impactful change. Learn more at www.aif.org

Brief about LAMP Program:

The *Learning and Migration Program (LAMP)* provides access to quality education opportunities to children in areas of seasonal migration, while also advocating to communities and governments the universal right to education. LAMP operates in highly underserved, remote districts, where school dropout often occurs due to distress seasonal migration undertaken by the family. This has a multiplicative effect on children, as they are forced to drop out of schools in order to accompany their parents to migration sites and are also engaged in manual labour in hazardous industries such as brick kilns and salt pans. LAMP works with all stakeholders, including community and Government, through a synthesis of basic interventions to improve access, quality and governance. This ensures that children remain in the school net and develop strong foundational skills. AIF engages with various levels of Government and its focus on systemic change has resulted in an effective track record of influencing education policy in India. Initiated in 2004, AIF's LAMP has impacted the lives of over 5,14,000 children. In 2018-19, LAMP worked across 7 states covering more than 1,200 schools, 1,200 villages and 46,000 children.

Roles and Responsibilities:

- Responsible for overall implementation of Learning And Migration Program (LAMP) – direct and the partnership, with the support of the State teams.
- Lead & coordinate the planning, development, and implementation of LAMP to ensure that it remains focused on the program and organization's vision and mission.
- Develops and manages annual budgets for the program, performs periodic cost analyses, and ensures timely reporting.
- Establishes and implements operating procedures; monitors and evaluates operational effectiveness and effects changes required for improvement.
- Serves as a point of collaboration, to both internal and external constituencies on operational matters pertaining to the mission, goals, objectives, and work scope of the program.

- Working closely with the Program Director, LAMP, designs, implements, and evaluates the staffing to effectively accomplish the goal and objectives of the program; recruits, trains, and manages professional/technical and support staff on both a professional and administrative basis.
- Demonstrates good governance within program delivery and financial management, ensuring that all systems and controls are in place and followed to allow accurate reporting and cost effectiveness.
- Plan monthly and Quarterly monitoring reviews of the programs to ensure smooth progress. Oversee program tracking processes and organize them to ensure donor satisfaction.
- Leads all donor meeting & engagement along with the State leads, and teams, and prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Using data, evidence and insights from the program, create and disseminate knowledge and learning internally as well as externally.

Key Skills and Competencies:

- Minimum 10-12 years of experience in implementing large scale, multi-regional program(s). Experience of working in Education program in nonprofit organization /Corporate; Working with Government schools would be added advantage.
- Post Graduate Degree in International Development or Business Administration / B-Tech-MTech/MSC /MCA/Science background in Graduation
- Minimum 8-10 years of leadership experience of working on technology enabled education programs in the NGO sector / Corporates with focus on technology-enabled education; with the demonstrated ability to foster partnerships and work with multiple stakeholders.
- Proven track record of developing and managing high quality and innovative education programs
- Understanding and experience of Education and its diverse branches of specialty around learning, pedagogy, environment etc.
- Proven track record of fund raising, resource mobilization from institutional donors, CSR and governments; experience in proposal writing/program concept notes.
- Experience and understanding of the working of various government education administration systems in diverse states.
- Candidate should be able to gradually transition the program to a paperless management system.
- Proven analytical skills and strategic thinker, with a vision for institutional building, sustainability and scalability
- High level of team management and interpersonal skills and exhibits self-awareness
- Excellent written & verbal communication skills; sound representational abilities.
- Strong conceptual and analytical awareness of program quality and other implementation challenges faced by team and partners
- Aptitude for internal and external networking nationally and internationally
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Good financial and budget management experience
- High personal & professional integrity.
- Willingness to travel extensively to and within project locations.

Other: Salary shall commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current and expected salary to indiarecruitments@aif.org with subject line “**Head of Operations**”

Deadline for applications: 15th August,2022

Only applications of shortlisted candidates will be acknowledged.