

JOB DESCRIPTION

Position:	Regional Managers	Program:	Digital Equalizer (DE)
Location:	Gandhinagar or Mumbai/Delhi	Reporting Relationship:	Head of Operations - DE
Nature of Employment:	Open-ended	Number of Positions:	Two

ABOUT AMERICAN INDIA FOUNDATION

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.

Digital Equalizer is AIF's flagship education program. Since its inception in 2004, the Program has empowered 5.4 million children with interactive STEM experiences, trained 182,025 teachers in STEM pedagogy, and transformed 24,471 schools across 35 states and union territories of the country. DE Program utilizes technology to bridge the educational and digital divide in India by transforming under-resourced government schools into dynamic places to teach and learn through collaborative, project-based learning and building 21st century skills amongst students especially girls.

ABOUT DIGITAL EQUALIZER

Digital Equalizer (DE) envisions a world where all children from under-served communities, especially girls, are prepared for a career and life. The program is bridging India's digital divide by providing and integrating technology into underperforming, under-resourced public schools, training teachers in techno-pedagogy and STEM (Science, Technology, Engineering, and Mathematics) methodology, and transforming classrooms into collaborative and interactive places for students to learn while preparing them for success in the 21st century global economy. Since its inception in 2004, the Program has empowered 5.4 million children with interactive STEM experiences, trained 182,025 teachers in STEM pedagogy, and transformed 24,471 schools across 35 states and union territories of the country.

KEY RESPONSIBILITIES

The Regional Manager will be responsible for the overall management of the Digital Equalizer program in the region within the assigned/defined locations. S/he is primarily responsible for implementing the program successfully as per the vision and mission, strategizing with AIFT and DE for the expansion of the program with the existing and prospective donors, and also building and strengthening relationships with the state governments and central government agencies in his region. The position will be required to ensure program quality and a high level of networking with both internal and external stakeholders- Government, corporates, PSUs, and government agencies at the national, region, and state level.

The responsibilities include, but are not limited to:

❖ Program strategy:

- Understanding the objectives of the program and ensuring that these are met and exceeded through regularly revisiting strategy.
- Plan revise, adapt and operationalize activities that enhance the student experience and learning; &
- Identifies best practices in the field and seeks opportunities to leverage them through replication and/or refinement.

❖ Program delivery:

- Closely manage the execution of every aspect of projects delivery in your region, including device procurement and delivery;
- Understanding the tech stack and ensuring it is scalable, selection of the schools, content creation and dissemination, ongoing content sharing and student learning outcomes, meticulous Project tracking and evaluation efforts through smart, upfront, and ongoing data collection, and continuously identifying opportunities for improvement;
- Recruit, motivate and retain a high-quality Project field team with the help of HR in line with the AIF policies and procedures;
- Act as a local ambassador of the 'Digital Equalizer Program' and ensure compliance with the Code of Conduct; &
- Responsible for capacity building and mentoring of the DE team of the region.

❖ Program Management:

- Demonstrate 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; &
- Responsible for corrective and proactive actions that were needed as a result of the monitoring and evaluation process of the Digital Equalizer program and ensure appropriate and timely communication to the Head of Operations – Digital Equalizer and also other key stakeholders of the program.

❖ Program Communication & Reporting:

- Create a workflow plan of the region against the approved program deliverables and monitor the program progress and its timely monthly reporting to AIF Operational team and also maintain/share the progress updates – Program Utilization/action plan for the coming months to the Program Director/Head of Operations - DE.
- Plan monthly and Quarterly monitor reviews of the programs to ensure smooth progress. Directing the preparation and maintenance of reports which are necessary to track projects.

❖ **Stakeholder Management:**

- Work smartly and effectively with a range of diverse stakeholders- AIF (Internal and External). This will include management, and external stakeholders including local government officials at the state/district/block level. Authentically and meaningfully engage with a range of other local project and program partners critical to its delivery and success;
- Raise funding for expanding work in the region/states.

WHO WE ARE LOOKING FOR

- ❖ **Language requirements:** Very strong command of English & Hindi (Marathi/Gujarati will be an added benefit);
- ❖ **Academic qualifications:** Bachelor's degree; advanced degree preferred;
- ❖ **Work experience:** 8 to 12+ years, preferably with a mix of private and social sector experience; 5+ years' experience in education; some work experience in India (2+ years desired, ideally in a rural setting), proven successful skill set in the executing conceptual, operational strategic, and scalable project/s;
- ❖ **Outstanding partnership skills:** Has experience in coordinating and delivering projects that require multiple stakeholders and/or organizations, experience establishing roles/responsibilities and holding internal/external stakeholders accountable;
- ❖ **Comfort with Ed tech:** can work with internal and external stakeholders to evaluate hardware and software technical requirements for maximum efficiency;
- ❖ **Excellent execution skills:** Can easily work with data, build work plans, assemble and deliver high-quality presentation materials, and communicate with leadership. Understands how to "get things done" within the context of AIF;
- ❖ **Exceptional problem-solving skills:** Is able to easily foresee and define problems and break them into smaller questions; takes initiative in generating ideas and solutions; creates and applies frameworks to problem-solving; anticipates and names risks;

Travel Requirement: 60% of the overall time.

Other: Salary shall be commensurate with experience.

Position Availability: Immediately

HOW TO APPLY: To apply for this position, send your CV with a cover letter describing how you meet the specifications for this role, please also mention the current remuneration, expected remuneration and notice period you have to derecruitments@aif.org with the subject line "**Regional Manager – West Zone or central zone**".

Only applications of short listed candidates will be acknowledged.