

Job description for Programme Manager: Capacity Building at CSIP, Ashoka University

About Ashoka University:

Ashoka University is a private, non-profit university. An unprecedented example of collective public philanthropy in India, it is a pioneer in its focus on the Liberal Arts. The University offers undergraduate and postgraduate programmes across the humanities, social sciences and fundamental natural sciences. The aim is to help students become well-rounded individuals who are able to think critically about issues from multiple perspectives, communicate effectively and go on to become ethical, self-aware leaders with a commitment to public service. Ashoka has built collaborations with University of Pennsylvania, University of Michigan, Carleton College, King's College London, Sciences Po, UC Berkeley, Trinity College Dublin and Yale University. To learn more about Ashoka University visit <http://ashoka.edu.in>

About the Centre for Social Impact and Philanthropy (CSIP):

Along with its robust academic program, the University is home to Centres of Excellence that address critical areas of relevance to society, and India in particular. These include the Centre for Social Impact and Philanthropy (CSIP), which is the pioneering academic centre in India for research and capacity-building towards the advancement of social impact. The Centre's research is focused on social impact and philanthropy, with emphasis on applied research.

About the Role:

Centre for Social Impact and Philanthropy is looking for a Programme Manager: Capacity Building to lead its flagship leadership building programmes – the Mother Teresa Fellowship and Strategic Non-profit Management India. The latter is a collaboration with Harvard Business School.

The Programme Manager should at least have a master's degree with work experience on people development or been a part of leadership programmes. The candidate should have 5-6 years of experience working with minimum 2-3 years of field experience. The candidate should have excellent communication and writing skills. Experience of organising events, workshops and seminars is desirable.

The Capacity building programme manager will be responsible for leading and managing the Mother Teresa Fellowship (MTF) and the Senior Non-profit Management in India (collaboration with Harvard Business School) as well as on-campus activities for current students at the university. The responsibilities include, but are not limited to –

- Shaping CSIP's offerings to young leaders seeking to work in the social impact space through the MTF and to established sector leaders aspiring to growing their impact through SNMI.
- Manage all aspects of the MTF, including communications and outreach, selection of Fellows, tracking Fellows' progress, handling grievances, managing external relationships, planning and conducting orientation and workshops at 6-month intervals.
- Manage all aspects of the SNMI, including communications and outreach, managing external relationships, scholarships and logistics of the annual programme.
- Set up alumni networks for both MTF & SNMI and work with experts to design the next elements of the programmes.
- Build a network of resource people, facilitators, mentors etc. in the sector to provide support at various levels of the programme.
- Hire, train, and mentor members in the student engagement team as required, including programme associates and interns.

- Assist in conceptualising and implementing programmes for current students at the university. This includes, but is not limited to, speaker series, workshops, volunteering opportunities, career guidance and counselling sessions.
- Conceptualise and propose other avenues and opportunities that Ashoka University can provide to its students and alumni to establish itself as a leader in social impact education in India.

Required skills and traits:

- Minimum 5-7 years of work experience, with some experience in a mentoring/managerial role.
- Highly entrepreneurial, self-starter.
- Deep understanding of working in the development sector and the challenges that presents.
- Experience working with or building a social enterprise would be preferred.
- Ability to manage multiple partner relationships.
- An appreciation and understanding of investing in self-development to build leadership qualities is absolutely necessary.
- Experience working with and mentoring young people, facilitating workshops and learning journeys would be preferred.
- An extensive network in the social impact and development sector.
- Ability to work remotely and manage multiple work streams simultaneously.

Compensation:

Competitive, based on experience.

Location:

Based in or with travel to Sonapat 3-4 days a week. Regular travel to Fellow and partner locations, workshops

Deadline:

Rolling basis. This is an urgent hire, early applications preferred.

To Apply:

Interested candidates should send the following documents to csip@ashoka.edu.in with the subject line - Programme Manager Capacity Building Application: (Applicant Name) -

- One-page resume
- Cover letter
- What has been the most transformative experience in your life, and why? (Max 300 words)

Only shortlisted candidates will be contacted.