

Job Title: Assistant Manager - Convening: Centre of Social Impact and Philanthropy

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 programs 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): The University's focus is on attracting the brightest students, putting them under the guidance of the most inspirational faculty, and developing a global reputation for innovative research. Faculty and students come from across the country, and the world, and Ashoka is committed to maintaining the highest intellectual and academic standards.

Along with having a robust academic program, the University is home to Centers of Excellence that address some critical areas of relevance to society, and India in particular. This includes the Centre for Social Impact and Philanthropy (CSIP), which aims at being the foremost Centre in India for research and capacity-building towards the critical advancement of social impact. The Centre's research will be focused on critical topics in the space of social impact, in strategic philanthropy in particular, with emphasis on applied research.

About the role: The Centre for Social Impact and Philanthropy is looking for an Assistant Manager - Convening, to build and strengthen networks among its key constituents and to ensure the widest dissemination of its research and knowledge products. The candidate should have the flexibility to work on multiple projects, display a natural aptitude for partnering with different organisations, planning events and a demonstrated expertise in external communications.

Key Responsibilities

- Planning and overseeing the execution of all CSIP's convening activities including round tables, lecture series and a marquee annual event
- Building a network of resource people, facilitators, mentors etc. in the sector to provide support to the Centre's programmes
- Managing relationships with funders and key stakeholders for convenings

Requirements

- A Graduate / Post-Graduate / Master's degree from a reputed university in Management or Development Studies
- Highly entrepreneurial, self-starter, creative problem solver, and a team player.
- Experience of organising events, workshops and seminars and knowledge about remote convening platforms.
- Ability to manage multiple partner relationships.
- Ability to work remotely and manage multiple work streams simultaneously.
- 2-4 years of work experience.
- Deep understanding of working in the development sector and the challenges it faces.
- A prior personal network is a plus.

Benefits

Compensation:

Competitive, based on experience.

Location: Based in, or with travel to, Sonipat 3-4 days a week.

Skills required:

- Strong interpersonal and communication skills are important
- Strong administrative and organizational abilities
- Comfort with the MS Office suite

Days of work: This is a full-time role, Monday - Friday

Application Details Required:

- To apply, please send the following:
 - a. A cover letter
 - b. Your resume
 - c. The name, designation and contact details of a referee from your most recent professional/academic endeavour. They may be contacted by us as part of the process.
- Interested candidates can share their updated CVs on connect.hr@ashoka.edu.in clearly mentioning <Position applied for – Department> in the subject line.
- Deadline for receiving applications: April 27, 2022.

Only shortlisted candidates will be contacted