

Job description for Deputy Director at CSIP, Ashoka University

(Updated June 2022)

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](http://ashoka.edu.in)

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

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

About the Role:

Centre for Social Impact and Philanthropy is looking for a motivated Deputy Director with the vision to enable CSIP to manage strategy, fundraising, donors, central functions and support programmes.

The ideal candidate will have an exceptional ability to grasp the complexity of social issues, a strong focus on philanthropy and social development, and unpack their various dimensions. S/he should have strong leadership skills necessary to effectively develop and mentor teams at CSIP and manage relationships with a range of stakeholders including philanthropists, social sector leaders, academic partners and the media. S/he will also have demonstrated expertise in managing operations across finance, human resources and information technology.

The candidate should have the flexibility to manage multiple projects simultaneously, the ability to work in a fast moving and dynamic environment, an aptitude to work with both internal and external stakeholders and be excited to join a young and dynamic team. The role will be split between managing current programmes and donors, conceptualizing strategy, and operational plans. Experience in building and leading teams and interacting with external partners including multiple philanthropic institutions would be valued.

The Deputy Director should have an advanced degree in management with 10-15 years of experience in the social impact space. The candidate should have experience working with multiple teams, partners, and donors. The candidate should have excellent written communication skills required for high quality donor proposals and reports and be a confident oral communicator.

Key Responsibilities

The Deputy Director will

- Manage all central functions of HR, Finance, Technology, Communications
- Conceptualize and implement strategy for the Centre and implement operational plans to execute the requisite programmes with multiple internal and external stakeholders.
- Leverage current partnerships and find opportunities to build new partnerships and collaborations with stakeholders across various constituencies in India and internationally, including academia, civil society, philanthropists, and government.
- Identify opportunities for new donors and maintain existing donor relationships.
- Manage teams in CSIP and help to build a value-based culture in keeping with the Centre's mission and vision.
- Create systems and processes for L&D, HR, IT, and other central functions to streamline systems at the Centre.
- Represent the Centre and its work in a range of external forums and to the media.

Education & Experience

- A Post-Graduate degree from a reputed university in Management studies or related field.
- 12+ years of relevant work experience in programme management, fundraising with an exposure to evolving strategy, managing teams, multiple external research partners and donor relationships.
- Deep understanding of the social sector and its challenges in India
- Ability to work remotely and manage multiple workstreams simultaneously.
- Enjoys working in a dynamic and expanding team
- Right to work in India

Compensation:

Competitive, based on experience.

Location:

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

Deadline:

We will be interviewing on a rolling basis until we find a suitable candidate. Early applications preferred.

To Apply:

Interested candidates should apply to csip@ashoka.edu.in (Zoho link) with the subject line "DEPUTY DIRECTOR".

Please note, due to the expected high volume of applicants, only shortlisted candidates will be contacted. If you have not heard from us within four weeks of applying, or had applied previously, please assume that we will not be taking your application forward.