

Senior Program Leader, CEOs Office (Mumbai, Delhi)

1. JOB OVERVIEW, JOB BACKGROUND AND PURPOSE

Co-create strategy/solution, facilitate problem solving and engage CXOs, 20+ years of corporate/development sector experience leading high-performance organisations, on mission critical projects at one of India's most impactful foundations.

This opening is ideal for those hoping to build an impact career in strategy/consulting (with min 2 years of experience) on a journey to contribute towards nation building. You will have an opportunity to influence strategy as well as strengthen institutional pillars while working across Education, Water, Gender, and Health domains.

2	KEY RESPONSIBILITIES AND DUTIES	(%)
2.1	Contribution to strategy, design	40%
a	Conduct research for specific business functions, initiatives, and projects	
b	Ideate, setup experiences to co-create docs for business expansion, change initiatives	
c	Create business documents to communicate with board, donors and external stakeholders	
2.2	Set up and lead the collaboration between and within businesses	20%
a	Identify the critical constraints, cull insights for the existing business functions and projects	
b	Track, assess and analyse the progress of initiatives/projects/ businesses	
c	Design robust and effective governance mechanism for managing initiatives and projects	
2.3	Ensure strategic excellence	20%
a	Facilitate communication amongst internal, external stakeholders	
b	Prepare tools and formats to ensure excellence, drive initiatives and shared meaning making	
2.4	Support miscellaneous assignments	20%
a	Provide support to different business functions/projects as and when required	
b	Deliver on other projects and tasks assigned by CEO/External Stakeholders/Core Team Members	

3. SKILLS AND ATTRIBUTES

A. Skills/Abilities

- a. Create quality **Business documents on MS Office Suite in Collaboration** with diverse groups
- b. **Manage, influence, and facilitate** multiple stakeholders for shared/agreed goal and agenda
- c. **Think analytically, problem solve, communicate effectively**

B. Attributes

- a. Open to working in highly **ambiguous** environment, manage **stress**
- b. Demonstrate **extraordinary rigor** in completing the assignments
- c. Drive for **excellence and self-reflective**
- d. **Entrepreneurial, quick learner, can adapt** to new roles with ease

C. Work Condition

- a. **Open to working on short deadlines, at times, deliver projects over weekends**
- b. Willing to take up responsibilities & travel with short notice periods

D. Experience

- a. **2-4 years of experience** in consulting, program strategy in development sector, consulting, social enterprises
- b. MBA/equivalent postgraduate in rural management/development or Graduate with consulting experience

We embrace diversity and encourage applications from all backgrounds.