



Position: Associate/Manager - Managing Directors' Office (MD Office)

Location: Delhi

Central Square Foundation is India's leading nonprofit organization working with the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system towards improving the learning outcomes of children, especially from low-income communities.

In the next decade CSF has an ambitious goal to reduce learning poverty¹ by more than two-thirds.

In order to achieve our goal, we work with the government to execute scalable system-reform projects. We also collaborate with other stakeholders to build public goods and create effective proven tools in areas such as technology in education, classroom instruction methods, governance reforms and school innovations.

CSF's team members bring a deep sense of commitment and passion towards our collective vision that every child deserves quality education. We strive for excellence in everything we do and collaborate to create an impact as we move closer to achieving our mission. We encourage an entrepreneurial outlook that evokes new and bold ideas along with taking smart risks. CSF provides a dynamic, learning and positive environment that is driven by our strong sense of values.

Position Summary

The MD Office is responsible for CSF's performance, its strategy, and strategy-execution. It is responsible for ensuring that CSF works towards its mission in the most effective way possible, and has the right capabilities, resources and networks to achieve it.

The person will have complete visibility of the organization and its capabilities, and will be working with the Team Lead and co-MDs on strategy/ strategy-execution, key projects and partnerships. This role provides an excellent orientation of how strategic foundations operate to solve complex issues.

The role requires developing a deep understanding of CSF's objectives and workstreams, while ensuring implementation of key targets (a good combination of thinking and doing). A good way to visualize this would be the equivalent of a Chairperson's Office in a leading multinational. The position reports to the MD's Office Lead.

Key responsibilities include, but are not limited to:

- Supporting the MDs with developing the strategic plan/framework for the organization, and the associated operating plan. This includes refining the organization's targets, teams resourcing and budget on a continuous basis
- Managing key organizational processes for executing CSF's strategy (this includes strategic reviews on a monthly and quarterly basis, board meetings, Investment committees, etc.)
- Researching global best practices in Education and contextualising them for CSF's operations and projects

¹ <https://centralsquarefoundation.org/articles/learning-poverty-world-bank-new-kind-facing-india-children-reading-foundational-skills.html>



- Supporting cross-collaborative projects and integration between horizontals (such as Finance, HR) and verticals (project-specific teams) to enable team success
- Assisting the leadership team with building and deepening strategic partnerships with other foundations/ partners, supporters and friends of CSF
- Facilitating fundraising and donor management; ensuring consistent engagement and high-quality reporting with current and potential donors

Required Qualifications, Skills and Abilities

- Bachelor's or equivalent degree from a top-tier institution. While there is no preference for a particular major, we expect to see a high degree of intellectual curiosity and sophistication
- 1 to 4 years of work experience with some managerial responsibilities and a track record of high achievement.
- Extremely high analytical, synthesis and problem-solving abilities. The role requires synthesizing complex information from multiple sources and developing an informed perspective
- Good research, writing skills and communication skills. Ability to create high quality outputs in a short period of time
- Great project management skills, including ability to manage multiple projects in a crunched time frame
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require
- Strong in Microsoft Office – Excel, PowerPoint and Word

Desired Qualities

- Deep intellectual curiosity, entrepreneurial spirit and 'can-do' attitude.
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued
- Hard working and interested in building an exceptional Indian education foundation
- Maturity to be part of, and handle tough organizational decisions
- Ability to take ownership of their professional development needs
- Have a growth mindset - eager to learn and constantly develop. Uses feedback as a tool for self-improvement

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply

Interested candidates can click on the [Application Form](#) to apply.