**Position:** Manager/ Lead, Strategy - 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 poverty\(^1\) 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 on 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 to ensure 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 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 a person to develop 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 co-Managing Directors.

**Key responsibilities include, but are not limited to:**

- Co-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 on key external practices and contextualising them for CSF. The role is critical

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for bringing an outside-in perspective to CSF's leadership.

- Solving key strategic questions for the organization and helping the MDs and senior leadership build and develop CSF work areas.
- Creating and maintaining cross collaboration and integration between horizontals (such as Finance, HR) and verticals (project-specific teams) to enable leadership success.
- Supporting the leadership team around building and deepening strategic partnerships with other foundations/partners, supporters and friends of CSF.
- Supporting fundraising and donor management; building and managing consistent engagement with current and potential donors.

**Required Qualifications, Skills and Abilities**

- Bachelor’s or equivalent degree required. Master’s preferred.
- 2 to 6 years² of work experience with some managerial responsibilities and 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.
- 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.

² We are currently flexible on hiring a manager or a lead depending on the fit and profile.