**Position:** Program Manager, Ashish Dhawan Philanthropic Initiatives

**Location:** New Delhi

**About the Philanthropic Initiatives**

Ashish Dhawan is one of India’s leading philanthropists who shifted to the social sector after a successful career in private equity.

In the last few years, Ashish has helped build successful institutions (Ashoka University) and large foundations (Central Square Foundation, which works on school education reform). More recently, Ashish’s portfolio of social sector organizations has expanded to include nonprofits that are working on building a better understanding between East Asia and India, improving state governance in India, solving the air pollution crisis, and improving the pipeline of leadership and talent in the social sector. We are currently exploring other areas like spurring strategic philanthropy, science and technology policy, women economic empowerment and climate change.

While each organization (like each sector) is unique, and is working on creating a unique impact journey, there are few guiding principles:

- Being entrepreneurial and having a strong bias towards action
- Continuously iterating our work as our understanding of the problem deepens; having humility to listen and learn
- Working in areas that are of developmental importance to India
- Working at a system-level and at scale; this means close collaboration with national and state governments
- Working with the existing ecosystem, and creating ‘public goods’ which can be widely adopted

In addition, we have experts, advisors and other friends in the ecosystem who are continuously guiding us as we build some of the most impactful social-impact organizations.

**Position Summary**

We are looking to hire an exceptional Program Manager (PM) to join a small portfolio team which works with Ashish on strategy and provides oversight on execution and priorities across Ashish’s portfolio organizations. The PM will work on providing intellectual and management support, aligned with each organization’s overall missions, goals and targets.

This is a great opportunity for those who enjoy working in a start-up environment, enjoy building and scaling organizations, and care deeply about the impact sector. This role includes working with senior stakeholders and engaging with them on strategic projects that have the potential to solve key development challenges.

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1 Ashish manages his philanthropic portfolio with a small team based out of Central Square Foundation (CSF). This might change in next few months
In the past, this has included working with the different organizations on creating actionable plans, sharpening the priorities, putting key organizational processes, and recruiting for key positions. The role will involve doing research and scoping out new sectors, creating organizational growth and strategy plans, and ensuring organizations have the strategic support necessary to achieve their goals.

The candidate will be based out of New Delhi.

**Key responsibilities**

- Work with CEOs/Managing Directors (and top leadership including Associate Directors/Directors) across the portfolio organizations, execute against the targets, goals in line with budget
- Support the leadership team across portfolio organizations with research and insight, recommending an appropriate approach
- Oversee the creation of knowledge products across priority areas of the portfolio organizations, including engaging in secondary research, speaking with experts and synthesizing data from multiple data points
- Maintain and grow the existing influencer/advisor network for the portfolio organizations, and initiate/participate in wide range of interventions, not limited to one-to-one meetings, proposals, events, intermediary networks and personal networking
- Create and manage deep engagement with top leaders, funders, experts and key government officials for a continued support in line with our key work areas/goals
- Work cross functionally across the portfolio organizations to develop the activities and programs as needed, so as to build coalitions and collaborations with the intention to build high-performing and execution focused organizations in the development sector

**Required Qualifications, Skills and Abilities**

- Undergraduate degree from a top tier institution. While there is no preference for a particular major, we expect to see high degree of intellectual curiosity and sophistication.
- 2+ years of work experience in a challenging/high growth environment
- Excellent analytical, critical thinking and problem-solving skills
- Solid planning and organizational skills with high attention to detail, accuracy, protocol and deadline
- Excellent writing ability that is clear, concise and analytic in style
- Excellent communication, interpersonal, and stakeholder-facing skills including solid presentation and facilitation skills
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require
Desired Qualities

- High level of discretion in maintaining confidentiality of sensitive materials and issues
- Ability to take initiative and develop solutions quickly and effectively
- Ability to understand and consider organizational culture and change
- Ability to function and interact in a professional level capacity to sustain the mission, culture and best interests of the respective organizations
- Ability to adapt and exhibit confidence in a highly evolving, agile, and fast paced work environment
- Broad and strategic mindset, creative aptitude and effective use of independent judgment
- Operating style suited to working in a small-organization setting, where teamwork and resourcefulness are highly valued

Compensation

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

Interested candidates can click on the Application Form to apply