**Position:** Program Manager, Strategy, Ashish Dhawan Philanthropic Initiative

**Location:** New Delhi

**About the Philanthropic Initiatives**

Ashish Dhawan is one of India’s leading philanthropist who shifted to impact sector after a successful career in Private Equity.

In last few years, Ashish has helped build successful institutions (like Ashoka University) and large foundations (Central Square Foundation which works on school education reform). More recently, these include organisations working on building better understanding between China and India, improving performance of public sector, solving air pollution crisis and improving the pipeline of leadership and talent in the social sector.

While each organisation (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 at system-level and at scale; this means close collaboration with government
- 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 organisations.

**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 organisation. The PM would work on providing intellectual, management support and direction aligned with overall missions, goals and targets across the portfolio organisations.

This is a great opportunity for those who enjoy working in a start-up environment, enjoy building and scaling organisations, and care deeply about the impact sector. This role would include working with senior stakeholders and engaging them on strategic projects that have the potential to solve key development challenges. In the past, this has included working with the different organisations on creating actionable plans, sharpening the priorities, putting key organisational processes, and recruiting for key positions.

The candidate will be based out of New Delhi, and will be formally based out of Central Square Foundation (CSF). The position reports to Senior Program Manager.

**Key responsibilities**

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1 Ashish manages his philanthropic portfolio with a small team based out of Central Square Foundation (CSF)
2 As a part of Chairperson’s Office. While CSF only works on school education, the PM would work across different portfolio organisations
Work with CEOs/ Managing Directors (and top leadership including Associate Directors/ Directors) across the portfolio organisations, execute against the targets, goals in line with budget

Support the leadership team across portfolio organisations with research and insight, recommending an appropriate approach

Oversee the creation of knowledge products across priority areas of the portfolio organisations, 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 organisations, 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 organisations to develop the activities and programs as needed, so as to build coalitions and collaborations with the intention to build high-performing and execution focussed organisations 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 organisational 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 organisational 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 organisational culture and change
- Ability to function and interact in a professional level capacity to sustain the mission, culture and best interests of the respective organisations
- 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-organisation 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 should send a resume and cover letter to hiring@centralsquarefoundation.org (cc-ing praveen@centralsquarefoundation.org) with the subject line “Application for Program Manager – Ashish’s Portfolio Organisations.”