

Chief Executive Officer – MAST / Program Director – Livelihoods

American India Foundation

Position – CEO/Director

Program – Livelihoods

Reporting – Country Director

Location: Gurgaon

Background

The American India Foundation is a leading international development organization charged with the mission of accelerating social and economic change in India. By mobilizing people and resources across the United States and India, AIF has raised over \$125 million since its inception in 2001 and touched more than 5.6 million lives in India through high-impact interventions in health, education and livelihoods, with a particular emphasis on women, children and youth.

AIF's livelihoods portfolio focuses on providing skills and employability support to young people from under-privileged communities across India. Cumulatively, AIF has trained close to 140,000 youth with 70% placement rate, through two skilling programs – Market Aligned Skills Training (MAST) and Ability Based Livelihood Empowerment (ABLE). With an estimated 12 million people joining the workforce every year and less than 3% of total workforce formally trained, India faces a significant development challenge in terms of creating the workforce for tomorrow.

Backed by more than 12 years of experience in this field, AIF plans to make a significant contribution in addressing this challenge and is creating a Section 8 company as special purpose vehicle to serve the purpose. There is an exceptional opportunity for a dynamic, experienced and entrepreneurial individual to build a high performance, impactful and scale organization on skilling and entrepreneurship development.

The incumbent will have responsibility for defining and delivering the organizational strategy, program planning and management, business development & fundraising, organizational development, representation and talent management. The incumbent will be expected to have result-oriented leadership experience in the skilling and/or entrepreneurship development sector and a first-hand experience of working for and/or leading a P/L operation. The position will involve significant travel to the project sites and meetings stakeholders across India.

The successful candidate will be hired as a Program Director but this role is intended to quickly transition into the position of CEO of a Section 8 company that is set to house skilling programs of AIF. Hence, it is mandatory that the candidate be entrepreneurial, self-driven and motivated to take on this role with evidenced success in the field.

1. Leadership:

- To be responsible for strategic direction and oversight to the planning and implementation of livelihoods program / section 8 entity.
- To lead the new entity through the transition process and position it for optimal growth and sustainability.
- To work under the guidance of the Board of Directors and Advisors and translate ideas to action.
- To proactively manage and mitigate any legal, reputational, governance and financial risks.

2. Fund Raising:

- To lead the fundraising efforts for the organization through government, institutional donors, investors, CSR and others to meet resource targets
- To be responsible for preparing proposal development and ensuring they are aligned to the program priorities and field reality.
- To forge partnerships from public and private resources to support or co-fund program.
- To support and strengthen the relationships and engagement with existing and potential donors and supporters.

3. Networking & Representation:

- To build the reputation of AIF and the new entity and its work with external stakeholders -- governments, partners, donors and other relevant stakeholders.
- To participate and contribute through various networks and platforms relevant for the organization's vision and strategy
- To participate and contribute in organizational issues through various leadership teams and forums for making AIF an effective and impactful institution.

4. Program:

- To be responsible for rolling out the project operations, processes and systems to be followed internally.
- To review program progress, quality and outcomes and institutionalize monitoring, evaluation and learning system.
- To be responsible for providing oversight to overall program MIS data and documentations and timely update, feedback and correction.
- To promote exchanges and sharing of best program practices, lessons learnt through periodic meets and other forums.
- To ensure that periodic project progress reports, as per the donors and other different stakeholders are submitted on time and feedback received for program improvement.

5. People Management:

- Determine the human resources requirements as per the program strategy, available budget, opportunities and operations' requirements.

- Create a high performance, collaborative, and result-oriented team committed to creating social impact at scale.
- Ensure timely and quality performance appraisal of staff in line with the organizational guidelines.
- To address human resources development needs of the program team and work closely with HR for its implementation.

6. Finance &Admin:

- To be responsible for overseeing financial management in the organization, with attention to detail;
- To ensure financial integrity of program spending through appropriate systems, checks and balances, along with the support from finance and accounts team.
- To drive development of organization policies and procedures on finance and admin and ensure its enforcement.

Skills & Competencies:

- Strong evidenced entrepreneurial skills in the livelihoods domain; ideally ground-up experience of building a social impact enterprise;
- In-depth understanding of livelihoods sector landscape and programs especially on employability, entrepreneurship development and market-based solutions.
- Passion of working for and with the underprivileged and sensitivity to gender and diversity issues.
- Post Graduate Degree in Social Sciences or MBA from a reputed institute.
- Minimum 15 years of leadership experience of working on livelihood programs with skilling and entrepreneurship focus in the private sector / social enterprises, with the demonstrated ability to foster partnerships and work with multiple stakeholders.
- Proven analytical skills and strategic thinker, with a vision for sustainability and scalability
- High level of team management and interpersonal skills and exhibits self-awareness
- Proven track record of developing and managing high quality and innovative livelihood programs, with a flair for technology-enabled solutions
- Excellent written & verbal communication skills; sound representational abilities.
- Aptitude for internal and external networking nationally and internationally
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Entrepreneurial and innovative in approach to the management of objectives.
- Good financial and budget management experience
- Willing to travel extensively to and within project locations.
- High personal and professional integrity. Exceptional client-service skills.

Reporting: The position will directly report to Country Director.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to **recruitment@ttcglobal.com** with subject line **“CEO/Director”**. Deadline for applications: **30th May, 2019**. Only applications of short listed candidates will be acknowledged.