



JOB TITLE: PROGRAM DIRECTOR - CSR, RESEARCH AND ADVOCACY

About The Company

The Center for Applied Research and People's Engagement, (CARPE) is a Not-for-Profit Company working in sectors and geographies that are largely unexplored, offering path-breaking solutions to impact the sustainability and education space.

The organization is growing rapidly across territories, with an expanding network of clients and partners in the sectors of solid waste management, education and research. CARPE's successful in-house models created through a combination of research, consultancy and execution capabilities are delivering innovative and relevant solutions that exceed client expectations at the urban local body level in Maharashtra as well as internationally.

Currently, we are partnering with the State Government of Maharashtra for SWM systems across Urban Local Bodies; our processes are also being used by McKinsey.org on projects to reinvent the SWM systems in Buenos Aires, Argentina and Denpasar, Bali. Our education interventions span 2500 schools across the division and we have partnered with major corporate bodies with projects across sectors in Maharashtra with a focus on expanding to the state of Haryana in FY 2019-20.

CARPE is expanding its professional management team to achieve scale and sustainable growth year on year, in keeping with the massive market demands within and out-side of the country.

If you are task and people oriented, with a passion to drive impact and grow the organization ethically, we would like to invite you to a senior leadership role in our team.

Job Summary

This role requires a dynamic individual who is capable of conducting actionable research and implementation of pilot programs with a variety of stakeholders involved in the civic and environmental sectors. The Director will manage multiple research projects (baseline assessments, impact assessments, pilot design and execution etc.) and design & implement on-ground programs based on the research for corporate partners to implement their CSR policies and create impact. The current sectors of research include education, ecological restoration and menstrual health. Guided by the research CARPE designs on-field projects by:

- a. Facilitating partnerships with experts/ organizations with relevant experience and willingness to expand to Aurangabad
- b. Development and execution of flagship programs.
- c. Publishing Research findings.

Duties and Responsibilities

1. Strategy
 - a. Develop the vertical's short-term, mid-term and long-term strategy as a CSR focused service provider to corporate and government bodies in Aurangabad and beyond.
 - b. Strengthen and scale the Education, Skilling and Training services and translate them into operational plans to help achieve organizational goals
 - c. Expand the vertical strategically by designing, creating and executing projects in new areas of interest related to the vertical, for example adult literacy, digital literacy, etc

2. Administration & Operations
 - a. Manage and develop CARPE's flagship education projects such as Design for Change, CARPE Campus Club, Prakriti Research Fellowship.
 - b. Maintain relationships with existing partners through regular communication
 - c. Develop new partnerships to achieve project goals and fulfil client needs
 - d. Engage with Govt/semi government bodies eg NSDC /ITIs etc. to develop appropriate programmes and foster joint vocation oriented modules
 - d. Continuous development/ streamlining of existing programs and readiness for scaling to newer territories, such as states of Haryana and Chhattisgarh.
 - e. Develop annual budget for the vertical including project-specific budgets and administer expenditure within approved budget limits.
 - f. Drive pilot testing in the sector along with various stakeholders and work with to translate pilots and action reports into field projects.
 - g. Develop and implement quality control strategies
 - h. Manage the HR, Accounts, Design & Outreach teams of the organization

3. Leadership
 - a. Responsible for managing the team and creating strategies for strengthening - like recruitment, performance management, training etc.
 - b. Manage relationships with key stakeholders including, administrative and political government leaders current and potential donors and all other partners.
 - c. Generate awareness about the milestones and achievements of the vertical through various platforms like conferences, research papers etc.

Qualifications and Skills

1. 4+ years' experience in management
2. 2+ years' experience in the Education sector
3. MBA preferred.
4. Advanced organizational leadership skills
5. Excellent written, oral and client-facing communication skills



6. Expansion-focused mindset with a clear understanding of finance & budgeting
7. Motivated, self-driven, inspirational leader and team-player.

Salary

Competitive package with commensurate experience

Reports to

Founders and COO

Location

The role is located at the historical city of Aurangabad, the tourism capital of Maharashtra. The role will require travel to various locations within the state and country.

Link to Apply

<https://goo.gl/forms/aDtugyGpuBAqHqVy2>