Organisational profile

Madhi Foundation was established in 2016 as a non-profit organisation working in the education sector, committed to the cause of bridging the equity gap in education for children across India. The Foundation draws its inspiration from the Tamil adage,("vidhiyay madhiyaal vellalaam"), which translates to, "*you can conquer destiny with intellect (madhi)".*

We truly believe that an equitable and purposeful education can be a great leveler and open many a door for all children – regardless of their background; we believe that an excellent education ought to equip children with the ability to **think** deeply and rationally, to ask **questions** and remain curious about the world around them, and emerge as **creators** and innovators of ideas, solutions and life paths of their choice.

Vision
"To make excellent education a reality for every child."

Mission
We evolve context-specific and scalable ideas to address the crisis of learning achievement gaps among children, and synergise with critical stakeholders in the public and affordable private education ecosystem to catalyse enduring impact.

Position Summary

The Director, Projects will head Madhi's programmes across Tamilnadu. The Director will be responsible for the end-to-end implementation of system capacity building programmes in Tamil Nadu and ensure that the programmes are refined incrementally based on learnings from the field.

Additionally, she/he will also be responsible for leading the delivery process for all the components. The Director will be responsible for creating the strategy, implementation plan, tracking systems and managing the senior managers (directly) by setting up the monitoring structures and mechanisms for coordination as required.

Responsibilities

- Content and resource development
    - Ensure that the content quality conforms to the quality standards mandated by Madhi and support the Senior Manager to implement robust review mechanisms.
    - Hold regular meetings with the Senior Manager and the Content Development team to track the progress of content development and trouble shoot issues if any.

- Training
    - Design a detailed implementation plan to ensure smooth execution of training sessions
    - Foresee and plan for all types of contingencies during training sessions.
    - Ensure all logistical arrangements are in place or have been accounted for in the implementation plan
    - Ensure the team has been trained adequately to execute training effectively
    - Use learnings from the field and feedback to continually improve training and the session development process by planning regular review meetings
    - Ensure all training-related data is collected, transcribed and analysed meticulously

- Planning, co-ordination and monitoring
    - Create support structures and processes for seamless co-ordination and flow of information across the teams
    - Create effective planning, coordination and monitoring mechanisms that would ensure timely delivery of the programme; manage, assign and delegate deliverables effectively
    - Manage, delegate and assign tasks effectively keeping a close on watch on the operational efficiency and the bandwidth of the team members
    - Oversee the content creation process and session development process to ensure its smooth progress and ensure the team adheres to deadlines
    - Estimate work and effort meticulously and ensure the team's bandwidth is managed effectively; troubleshoot issues as and when they arise; escalate any potential pitfalls, quality issues or resource allocation challenges to the CEO in a timely manner

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Responsibilities

- Strategy and Impact Evaluation
    - Design a monitoring and evaluation framework for all the projects
    - Set up effective data collection mechanisms for impact evaluation
    - Analyse data and produce actionable reports for the stakeholders
    - Thought partner with the CEO to design Madhi's expansion and engagement strategy with the Government and affordable private schools
    - Provide regular and timely feedback about organisational strength and areas of development for continuous improvement

- Organisational Development and team management
    - Create structures that will enable the team to feel supported at work
    - Create professional and personal development opportunities for team members aligned to their interests and inclinations
    - Ensure positive team dynamics and a deep belief in the organisation's core values and culture.

Knowledge, Skills and Mindset

- Strong logical and analytical skills that can compensate for any lack of domain expertise
- Keen interest in project management, implementation, and impact evaluation
- Expertise in the Microsoft Office, Google suites and project management applications
- Meticulous time management, planning and people management skills
- Expertise in creating monitoring and evaluation frameworks for impact and process outcome evaluation
- Willingness to spend time in classroom, with teachers and building relationships with stakeholders to gain in-depth understanding of the context
- Expertise in designing meaningful reports with short turn around time
- Most importantly, be hopelessly passionate about the education sector!

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Education and Experience

- At least a postgraduate degree with above average CGPA/percentage
- A degree in social sciences, humanities or education would be ideal but not mandatory
- Minimum total work experience of at least 7 years
- Classroom teaching experience is ideal but not mandatory
- A background in strategy consulting will be considered favourably
- Experience of having led monitoring and evaluation projects (in the social sector) is mandatory
- Experience working with and leading teams from diverse backgrounds, age groups and skill sets
- Experience of having worked in a team of more than 10-15 team members
- Experience of having led a team of at least 7-10 members

Application Process

If you are excited about the role and are keen to apply, we request you to:
- Send an email to info@madhifoundation.org with the role you are applying for as the subject of the email.
- Please include your resume and covering letter.

(You will hear from us within a week of receiving your mail. This will lead to the next stages of getting to know you better.)

The selection process at Madhi is as follows:
1. Informal telephonic chat with the CEO
2. Pre-work submission
3. School visit with a team-member
4. Technical interview
5. Coffee chat with a prospective team member