

## 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.

## Profile Summary

The Senior Manager, Organisational Development (OD) will lead the OD vertical and ensure that all collective and individual goals for the vertical are achieved. The Senior Manager is responsible for organisational oversight and the encompassing critical functions like stakeholder management, operations, communications, and strategy and impact. It is a versatile role that requires exceptional planning and project management skills.

**Location** : Chennai

## Responsibilities

### **Overall organisational Growth and Development :**

- Set the vision and goals for the vertical in consultation with the CEO
- Contribute to the strategic vision of all the programmes being implemented by Madhi
- Oversee the achievement of personal and professional goals of team members. Support and brainstorm with team members regularly about short and long-term goals
- Steer the verticals to achieve their respective programmatic goals and outcomes

### **Stakeholder Engagement :**

- Co-lead stakeholder engagement with the manager and help them hone their stakeholder management skills
- Plan and execute internal and external events with absolute attention to detail
- Draft reports, proposals and documents for various stakeholders including but not limited to donors, government departments, board of advisors etc.

### **Design and Communications :**

- Set the brand vision for Madhi along with the Communications Manager and execute the communications plan
- Ensure all internal and external communication aligns with Madhi's quality standard and guidelines before it gets disseminated.

### **Strategy and Impact :**

- Network with other organisations and potential partners with whom Madhi can synergise
- Co-lead fundraising for the organisation along with the CEO
- Contribute to the strategic vision for all programmes being implemented by Madhi

### **Human Capital Management :**

- Ensure optimum operational efficiency and measure/track meticulously
- Co-lead Human Capital Management with the manager and support talent management activities for the team
- Provide regular and timely feedback to the CEO about organisational strength and areas of development and contribute toward the continuous improvement of organisational processes and structures

### **Admin and Finance :**

- Oversee the organisation's financials and plan for cash inflow
- Support the Senior Associate with tasks - office administration, logistics for events and petty cash management.

# Senior Manager, Organisational Development

## Knowledge, Skills and Mind set

- Exceptional project management skills
- Meticulous planning and time management skills
- Effective yet empathetic leadership skills
- Advanced proficiency in spoken and written communication (English - formal and informal)
- Exceptional skills in MS Office (*mandatory*) and in data analysis (*preferable*)
- Excited about working in a start-up with a unique culture
- Exceptional and versatile stakeholder management and networking skills
- Knowledge of Tamil (spoken and written – preferable)
- And most importantly, hopelessly passionate about the education sector

## Education and Experience

- A post-graduation degree (*mandatory*)
- At least 3-7 years of total work experience
- Experience of having managed a team of at least 3-5 people
- Experience working with team members from diverse backgrounds and age groups
- Atleast 3 years of experience of having worked in strategy consulting, change management and stakeholder management or business development roles in organisations
- Experience in the education sector or in the non-profit space is an

## 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](mailto: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