

Position: Program Manager- William J. Clinton Fellowship for Service in India

Program: William J. Clinton Fellowship for Service in India

Reporting: Country Director (India)

Location: Gurgaon, Haryana (India)

Background:

The American India Foundation is committed to catalyzing social and economic change in India, and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 4.6 million of India's poor. Learn more at www.AIF.org.

The William J. Clinton Fellowship for Service in India builds the next generation of inclusive leaders committed to lasting change for underprivileged communities across India, while strengthening the civil sector landscape. The program supports an intercultural cohort of U.S. and Indian Fellows serving with NGOs and social enterprises in India for ten months.

Roles & Responsibilities:

The nature of this position is to manage the operations (recruitment, selection, and deployment) of the [William J. Clinton Fellowship for Service in India](#).

1. Manage the logistics, content, and delivery of the Fellowship conferences Orientation, Midpoint, and Endpoint. Guide the team to host conferences that are relevant and engaging to the Fellowship class. Implement all aspects of the conferences including the strategy, content, delivery, and wrap-up.
2. Manage the recruitment process of selecting a bi-national class of Fellows from the US and India. Bridge partnerships with other Fellowships, professional associations, and universities to find suitable candidates. Oversee and implement all parts of the recruitment process including the application, interview, and matching process.
3. Lead the host organization recruitment process. Actively maintain ongoing partnerships, and seek new partnership opportunities. Oversee the marketing, recruitment, application, and selection of the host organizations. Lead a due diligence process to ensure that organizations are in alignment with required laws, and are able to host Fellows. Conduct site visits to new partners.
4. Actively manage, mentor, and engage the current Fellowship cohort in the field. Respond to any challenges that may include workplace issues, personal challenges, or cultural adjustment issues.
5. Conduct site visits to the Fellows and Host Organizations in the field to provide in-person support to ensure success in project implementation and output.

6. Conduct Fellow performance monitoring and output process. This includes the submission of a Project Proposal and Pre-Wrap Up Report, and the submission of two Professional Growth and Development Cycles.
7. Coordinate with the Fellows and Team to put out several modes of publications throughout the year. Act as the primary coordinator of the Fellowship publications, which include yearbook, blog, impact posters, and any other work that may be proposed.
8. Manage the finances and expenditures throughout the Fellowship year, and also draft and propose a budget for upcoming years. Act as the Budget Head for all expenditures within the program (US and India). Manage contracts and deliverables of consultants.
9. Manage the CFP team members in India. Includes writing performance appraisals, managing professional development, and responding to any issues that may arise.
10. Manage any donors or partnerships associated with the programs. Write reports as and when needed.
11. Provide strategic guidance and support to Program Officer in New York in regards to the larger Alumni Network.
12. Support Strategic Partnerships and development staff in any funding proposal for the CFP. Can include grant and proposal writing.

Key skills and competencies:

- Master's degree, with at least 7-10 years of work experience.
- Minimum 4-6 years of experience working with young adults as a facilitator, team leader, teacher, or coach.
- 2-3 years experience working with an experiential travel or study abroad program. Experience with international groups is a bonus.
- Willingness to travel as incumbent may need to travel for Approx. 60-80 days in a year
- Experience handling medical or personal crises for groups or individuals.
- Detailed-oriented
- Fast working
- Previous experience working with the development sector in India; abreast with current issues and trends in the field. Passionate about social change.
- Adaptable and supportive attitude; positive team member.
- Global citizen. Demonstrates experience in working with people from different cultural and national backgrounds. Sensitive to different cultural interpretations of experiences and events.
- Proactive, positive communicator. Detailed listener, and able to objectively handle interpersonal situations.
- Strong writer. Should be able to quickly and adeptly develop written collateral with no guidance.
- Fluent with Excel.
- Strong spoken and written English communication.

Reporting: The position will directly report to Country Director in India.

Other: Salary shall be commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV for this role to indiarecruitments@aif.org with subject line “**Program Manager- Clinton Fellowship Program**”

Deadline for applications: **Friday, 14th September, 2018.**

Only applications of short-listed candidates will be acknowledged.