



Role Description Associate, Founders' Office

Overview

Vertical	Founders' Office
Number of openings	2
Role Level	Associate Level 1-3 years of experience required in any industry (<i>added advantage for experience in a startup/NGO environment</i>)
Type	Full time
Location	Based in New Delhi (<i>Non-Negotiable</i>). The role will entail significant Intra & inter-state travel across India depending on programs.
Compensation	<i>Pay will match Indian non-profit norms and similar organizations, discussed in our last selection round.</i>
Desired Joining Date	ASAP; <i>Serious candidates are encouraged to apply right away</i>
Process to apply	Please fill out the Google form mentioned below https://forms.gle/GiXC42yBAPb5EtQQ7

About Labhya

Labhya is an India-based nonprofit that enables children from vulnerable backgrounds with the necessary skills to cope with poverty & become effective learners through **Social-Emotional Learning (SEL)**. Labhya is a globally recognised non-profit supported by organisations like Harvard University, Nudge, DRK Foundation, The Commonwealth, UNICEF, and UNDP among other organisations.

Labhya is a dynamic and agile organisation that partners with Indian State Governments to co-create and ensure the implementation of SEL programs at scale. We are one of India's fastest-growing nonprofits dedicated to co-create programs that will impact **30 Million vulnerable children by 2030**.

Currently, Labhya has partnered with the Governments of Delhi, Uttarakhand, Tripura to co-create and implement well-being programs that **impact 2.4 Million children** across 22,000+ government schools in India. These social-emotional learning



programs are the world's largest and India's first at-scale well-being programs.

Role Expectations and Qualifications & Skills / Experience / Characteristics

**All the below-mentioned tasks would be key to your role. The following requirements are not mentioned in order of priority.*

*As Founder's Office Associate, you will be responsible for providing a range of administrative and strategic support for the day-to-day needs of the Leadership Team. **The ratio of administrative and strategic tasks would vary for each individual in the team based on their skill set.** You will:*

- Support the Founders' Office in strategic planning and partnerships
- Assisting the Founders' Office in scaling plans and building new partnerships along with program management across states
- Tracking the progress of any new initiatives and present programs
- Supporting the Founders' Office in donor communications by preparing relevant resources and materials, presentations etc.
- Researching on the current trends/business models, programs, etc. as needed. Preparing and analysing required data and reports
- Helping prepare for meetings and accurately documenting processes and minutes
- Preparing drafts of grant proposals and applications
- Coordinate with all department heads for the tasks given by the Founders' Office and for the work reports
- Take charge of all the periodic communications from the Founders' office
- Coordinating and managing logistics for high stakes visits, org-wide programs etc.
- Managing Founders' Office's priorities and time through effective calendaring, time analysis and constant progress updates
- Managing agenda, scheduling and coordination and travel plans for events, meetings and conversations for the Founders and Founders' Office
- Owning the detailed, timely follow-up for all the Founders' office engagements including pulling learnings, trends and patterns
- Assisting in putting together large amounts of data for decision making.
- Coordinate travel arrangements for the founders, including flights, accommodations, itineraries, and event-specific logistics, ensuring every detail is handled for smooth, efficient travel experiences.

Getting Work Done!

Your sole responsibility is to ensure that work gets done. Founders' Office remains largely unstructured and open in terms of scope of work. Whatever is urgent and important comes to the Founders' Office along with big-picture and long-term strategic planning.



Growth Trajectory

At the Founders' Office, we encourage you to explore, innovate and problem solve. You will have the opportunity to work across verticals with a diverse team and figure out your own growth trajectory with support from the Founders and the Founders' Office!

This role will help you expand your knowledge and understanding of our work and the sector while having a direct impact on our organisational goals.

Current Team

Our team consists of a diverse group of professionals, educators, SEL experts, and entrepreneurs from renowned institutions such as Harvard University, Massachusetts Institute of Technology (MIT), Azim Premji University, Delhi University, Ernst & Young, and KPMG.

At Labhya, we cultivate an environment for learning, growth and excellence, and teamwork and collaboration are non-negotiable. If you're passionate about building a movement that will enable millions of children to become healthy, lifelong learners through systems-level change, this is the place for you. Change the world by working alongside inspiring leaders.

We are looking for proximate leaders to build with us! Join the global movement!

Further, Labhya's values are:

- An agile and supportive team that is driven by a problem-solving attitude
- Focusing on the well-being of children and trusting their potential
- Working processes that enable efficiency, constant growth and innovation
- SEL Programs that are driven by proximity and expertise
- Creating systemic and sustainable change in public education systems through partnership