



Role Description
Founders' Office - Leadership Support Associate

Overview

Role Title	Founders' Office - Leadership Support Associate
Number of openings	1
Role Level	0-3 years of experience required in any industry (<i>added advantage for experience in development / NGO sector</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.
Gross compensation	<i>Pay will match Indian non-profit norms and similar organisations, discussed in our last selection round.</i>
Desired start date	ASAP
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**.

Labhya is currently partnering with the Governments of Delhi, Uttarakhand, and Tripura to co-create and ensure implementation of programs reaching 2.4 million children daily across more than 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.



Why Choose Labhya for growth and learning

Labhya is a high-functioning organisation committed to action and delivering the best results! We operate with an efficiency and relentless drive, unparalleled by any organisation.

Under the leadership of our exceptional founders, we are pioneering children's mental health and well-being in India and driving cutting-edge innovation in the space.

As part of the Founders' Office, you'll be at the heart of our mission, working directly with visionary leaders to drive Labhya's growth and amplify our impact. You'll shadow the founders in their day-to-day, gaining insights into strategic decision-making and the growth of a high-impact organisation.

What you will do

As the Leadership Support Associate, you will play an important role in optimising the operations of the executive team at Labhya and will be responsible for providing a range of administrative and strategic support for the day-to-day needs of the Leadership Team. You will:

- Serve as a central liaison between the founders and internal/external stakeholders, maintaining communication clarity and alignment.
- Organise, prioritise and manage an evolving schedule for the founders for efficient engagements.
- Support strategic decision-making by handling data, research, briefing notes, decks and summary reports.
- Tracking the progress of any new initiatives and existing projects.
- Conduct research and synthesise insights through documentation and presentations, preparing the founders for high-stakes meetings, conferences, and presentations.
- Compose initial drafts of sensitive and confidential communications to a variety of stakeholders, maintaining Labhya's standards and voice.
- Coordinate travel arrangements for the founders, including flights, accommodations, itineraries, and event-specific logistics, ensuring every detail is handled for smooth, efficient travel experiences.
- Act as a liaison with all department heads to coordinate tasks assigned by the founders and ensure timely submission of work reports.
- Attend key meetings alongside the founders - document essential insights, action items, and follow-up tasks.



What you will bring

You are an early-career professional seeking exponential growth and an opportunity to work in a high-performing environment where you can contribute, learn, and thrive. You bring:

- Exceptional organisational skills, with an eye for detail and a knack for prioritising in dynamic environments.
- A self-starter mentality, driven by the passion to support India's most ambitious mental health initiative.
- Strong communication and relationship-building skills, adaptable to Labhya's energetic and fast-paced culture.
- Experience in handling high-level executive tasks, with discretion and professionalism.

Growth Trajectory

The associate will be exposed to the following **exclusive opportunities** through their role:

- Leadership coaching by founders
- Exposure to international dignitaries and world leaders
- Exposure and access to Labhya's board members and supporters
- Access to long-term business development and growth plans
- Letter of Recommendation (if required) by the founders
- Support with college admission applications (if required)

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!

We are deeply committed to our purpose, and closely uphold the following values:

- Cultivating a culture of **innovation** to address the evolving needs of children and the education system.
- Leading by example, ensuring that as we uplift our children, we also create an **inclusive work environment** where every voice is valued and heard.



- **Action orientation with excellence** in every task, no matter how small, and a deep commitment to delivering on commitments.
 - Promote **team collaboration and mutual support** to drive meaningful change.
 - Show up every day as our best selves, working with the highest standards of honesty and ethics to ensure **integrity and intentionality** in everything we do.
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