



Role Description Associate, Founders' Office

Overview

Role Title	Associate, Founders' Office
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 & interstate travel across India depending on programs.
Gross compensation	<i>Pay will match Indian non-profit norms and similar organizations, discussed in our last selection round.</i>
Desired start 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 ensure the implementation of programs that **impact 2.4 Million children** across 22,000+ government schools in India daily. Our programs, namely the **'Happiness**



Curriculum, **Anandam Pathyacharya** and **Saharsh** are the world's largest and India's first at-scale well-being programs.

We expect the following from you for this role:

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

- Support the Founders in Business Planning, Budgeting decision and Relationship Management
- Assisting Founders in expansion plan and help them monitor the same
- Tracking progress of any new initiatives and present business
- Supporting Founders in budgeting, donor communications by preparing presentations and financial statements
- Researching on the current trends / business models in the developmental sector
- Helping prepare for meetings and accurately recording minutes from meetings
- Preparing and analysing required data and reports
- Preparing drafts of grant proposals and applications
- Coordinate with all department heads for the tasks given by the founders and for the work reports
- In charge for all the periodic communications from the Founders' office
- Ensure for the timely relevant escalations
- Managing the Founders' priorities and time through effective calendaring, curating external opportunities to speak and advocate, time analysis and constant progress updates
- Managing agenda, scheduling and coordination and travel plans for events, meetings and conversations for the Founders
- Researching and synthesising (through documentation and decks) in preparation for meetings, conferences and presentations
- Composing first drafts of written and verbal communication to various stakeholders, many of which will be highly sensitive and confidential
- Owning the detailed, timely follow up for all the Founders' engagements including pulling learnings, trends and patterns
- Assisting in putting together large amounts of data for decision making for the Founders

ATTITUDE: GETTING WORK DONE

Your sole responsibility is to ensure that work gets done. Further, you will be supporting and strategizing big picture things with the founders. We invite you to build something great together.



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)

Further, once the Associate has met solid outcomes in their role, they will take on a variety of short term projects to expand their knowledge and understanding of our work and the sector while having a direct impact on our organisational goals

Current Team

Our team consists of professionals, educators, SEL experts, and entrepreneurs from prestigious institutions like Harvard University, Massachusetts Institute of Technology (MIT) USA, Azim Premji University, Delhi University, Ernst & Young and KPMG.

At Labhya, we support and foster an environment where questions are always encouraged and collaboration is recognized. We are a home for you if you want to help build something that will enable millions of children to become lifelong learners through systems-level change. You'd also be able to develop your skills and profile by working with an accomplished leadership team and being a part of very rapid growth.

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