



Pratham USA

Every Child In School and Learning Well

Operations and Database Support - Pratham USA

Overview

Established in 1995 to provide education to children in Mumbai slums, Pratham (which means “first” in Sanskrit) is now one of the largest and most successful non-governmental education organizations in India. Working in collaboration with governments, communities, parents, teachers, and volunteers, we focus on innovative interventions to address gaps in the education system. The clarity of our mission—“every child in school and learning well”—drives our focus to make an impact on the lives of India’s children and extends from our leadership to our team in the field.

With operations in 21 of India's 29 states, Pratham reaches millions of children and youth each year, from Kashmir to Tamil Nadu. Our methods have also spread beyond India's borders through ASER (Annual Status of Education Report), India’s largest citizen-led assessment which has inspired parallel assessments of children's learning in fourteen countries across the world.

What we do:

Develop Innovative Programs - Pratham uses outcome-driven programs that reconfigure teaching methodologies and challenge ineffective learning mechanisms. Our strategies focus on results, accountability and continuous learning and improvement.

Build Scalable Models - Pratham's low-cost learning models are rigorously tested and evaluated so they can be easily replicated on a larger scale to provide quality education to every child.

Advocate Change - Pratham’s willingness to take risks, adapt to changing circumstances and look beyond our programs gives us the leverage to create broader change. We amplify our impact by freely sharing information with other nonprofits and using our findings to advocate for large-scale policy changes.

Inspire Action - We engage parents, teachers and government to make learning a community effort. Local volunteers are vetted, trained and monitored to help implement learning interventions at the grassroots level using Pratham’s high-quality teaching materials.

Pratham USA:

Pratham USA is a volunteer-driven organization with 13 chapters across the United States that raise awareness and mobilize financial resources for our work on the ground. With a four-star rating (the highest possible) from Charity Navigator, Pratham USA ranks among the top 3% of all nonprofits in the country thanks to its sound fiscal management and commitment to accountability and transparency.



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Job Description

Pratham USA is recruiting an India-based Operations and Database Support. Reporting to the Head of Philanthropy Operations, the individual will ensure integration between Salesforce CRM, fundraising and chapter management by the philanthropy staff. With timely and accurate record management the role will support donor moves management, donor recognition, board management and donor segmentation to facilitate increased fundraising.

Specific Responsibilities

- Coordinate donor giving circles for multi-year, restricted gifts including gift agreements, pledge and campaign tracking and reporting deadlines.
- Create Salesforce campaigns for tracking event attendance and funds raised at all chapter and national events
- Assist with Salesforce data upload after gala events, including table information, donor referrals and open pledges
- Review incoming new donations and accounts for records outside core chapters for donor segmentation and relationship management
- Conduct annual (or more frequent as needed) reassessments of donor segments and relationship managers in cooperation with philanthropy staff
- Work with philanthropy staff to maintain chapter board records and chapter board email aliases
- Support Programs Liaison with Salesforce data entry and document upload for restricted giving
- Recordkeeping and maintenance support for LEADers donor recognition program
- Identification and reconciliation of duplicate Salesforce accounts
- Budget tracking and analysis support in cooperation with Head of Philanthropy Operations
- Analysis support for annual chapter reviews and annual target forecasting
- Data management and reporting for annual report preparation
- Project management of additional database and operations projects as needed

Required Skills and Competencies

- Bachelor's degree
- 1-3 years experience in project or data management
- Strong attention to detail and project management skills including the ability to track multiple projects simultaneously
- CRM experience, (Salesforce preferred) including reporting and data management
- Highly proficient in GSuite, including Sheets
- Ability to review programs and processes with an eye towards building efficiencies and



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improving effectiveness;

Work Hours & Location

- Work will be fully remote
- Work schedule is flexible, but must be available to attend scheduled meetings during US West Coast morning hours (approx. 8:30 - 12:30 p.m. IST) Monday through Thursday if needed

Compensation

The position is full-time with compensation commensurate to the skills level.

How to Apply

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to hire@prathamusa.org.

Pratham is an equal opportunity employer and encourages people from diverse backgrounds to apply for positions within our organization.