



Pratham USA

Every Child In School and Learning Well

Philanthropy Operations Manager - 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.



Pratham USA

Every Child In School and Learning Well

Job Description

Pratham USA is recruiting a India based Philanthropy Operations Manager to lead the efforts in designing, implementing and managing prospect research for Individuals, Foundations and Corporates. The manager will work closely with the Pratham USA development and leadership team.

Pratham USA seeks an entrepreneurial individual with an exceptional level of personal responsibility, previous research experience, an understanding of Individual and Institutional fundraising, and who is adept at providing deep background and prospect research on donors.

Specific Responsibilities

- Manage and track the timely delivery of donor proposals and reports as outlined in gift agreements, in cooperation with US philanthropy staff and India program staff
- Facilitate deep understanding of India programs by US philanthropy and other global staff through periodic update calls with India programs teams, program visits in India, and creation of internal and external program document repository
- Facilitate increased flow of India program information to US chapter leadership through Executive Committee calls, chapter Board meetings, etc.
- Create efficiencies, processes and standardization for donor proposals and donor reporting including restricted individual gifts and corporate and institutional grants
- Project manage and lead efforts to engage donors and other stakeholders through established and emerging programs including, but not limited to:
 - **Donor visits to India** - coordinate with India program staff, US philanthropy staff and directly with donors as needed to allow donors and prospective donors to visit India program areas, including pre-visit logistics, communication with donor, proper CRM recording and follow-up post-visit
 - **Youth Leaders** - oversee an annual immersive summer program in collaboration with the programs team in India and in close partnership with the Philanthropy team
 - **Virtual volunteering** - implement effective processes to support virtual volunteering opportunities for US and global donors where opportunities exist with India programs team
- Oversee research support for the entire PUSA development team and Global CEO, including the production of reports, briefings, and profiles of institutional, corporate and individual prospects. As time permits also support research efforts for PUK, Pratham India and any other Pratham entities.
- Assess prospect research program effectiveness and determine new opportunities to test/use research tools.
- Develop templates and processes for various research requests.
- Educate development staff on prospecting and suggesting new methods of research and analysis.



Pratham USA

Every Child In School and Learning Well

- Implement new research techniques as they arise, striving to design the ultimate prospect research methodology.
- Remain knowledgeable and up to date on all Pratham programs and initiatives.

Required Skills and Competencies

- Bachelor's degree
- 3 - 4 years of experience working in project/program management (preferably in the non-profit sector with experience with donor stewardship and reporting processes)
- Strong attention to detail and project management skills including the ability to track multiple projects simultaneously
- Strong written and verbal communication skills, including the ability to synthesize information from multiple sources to create a donor-facing template or document
- CRM experience, (Salesforce preferred)
- Understanding of donor lifecycle, including stewardship and cultivation
- Ability to review programs and processes with an eye towards building efficiencies and improving effectiveness;
- Willingness to work closely with India programs team and US philanthropy team - occasionally requiring work outside of normal business hours due to time differences;
- Strong team working orientation, with the ability and social skills to work collaboratively with staff at all levels and all parts of the organization and externally;
- Political sensitivity and ability to apply good judgment in decision making.

Work Hours & Location

- Work will be largely remote, but ideal candidate would be available to work in Delhi or Mumbai office in-person 1-2 days per week.
- Work schedule is flexible, but must be available as needed to attend meetings and respond to emails during US West Coast morning hours (approx. 8:30 - 12:30 p.m. IST) Monday through Thursday



Pratham USA

Every Child In School and Learning Well

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 hiring@prathamusa.org.

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