



Pratham USA

JOB TITLE: Philanthropy Operations Associate

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.



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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 demonstrates accountability and transparency as a non profit organization. More information about Pratham USA can be found here: [Pratham USA](#)

Job Description

Pratham USA is recruiting a Philanthropy Operations Associate to assist in supporting the fundraising and operations efforts of Pratham USA. The Philanthropy Operations Associate will be remotely based in India. The Associate will report to the Director of Philanthropy Operations based in Seattle who will allocate workload across the various chapter and national projects.

Specific Responsibilities

- Maintain centralized resources for development team projects including chapter board meetings, donor recognition program, etc.
- Help maintain clean, accurate datasets for donors, board membership, donations, event guest lists, relationship managers and referrers, annual reports, etc. in partnership with local development team and database team.
- Support routine donor management activities including thank you notes, pledge follow-up, engagement and donor moves tracking.
- Reporting and data analysis to support fundraising activities including Salesforce report generation, revenue reporting, annual chapter data review and other philanthropy operations initiatives.
- Assist with reconciliation and ROI and key metrics analysis for US-based fundraising galas.
- Take and file meeting minutes, share preread materials and record action items for internal team calls, donor, committee and board meetings, including from recordings.
- List management for internal and external notifications, email groups and website.
- Deliver on special projects and campaigns as needed.

Required Skills and Competencies

- Minimum 3 years experience with data management, ideally in fundraising or



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non profit sector

- Strong attention to detail and experience maintaining and analyzing datasets
- Technical proficiency in GSuite, (Slides, Sheets, Calendar, etc.), Salesforce or other CRM; strong skills in Excel/Sheets including pivot tables and basic analytics required.
- Strong organization and project management skills including the ability to anticipate workflows and needs, handle multiple projects simultaneously, create/request clarity on multiple priorities, take initiative within a collegial work team and accomplish tasks with quality and attention to detail under a deadline.
- Good judgment, discretion and confidentiality with sensitive information.
- Proactive, ability to think ahead, anticipate needs and follow-up on details as needed.
- Works with a growth mindset and a continuous learning perspective.
- Ability to both work independently and as a part of a broader set of teams.
- Openness to understanding and learning new technologies as they emerge in the increasingly virtual environment.

Compensation

The position is full-time with competitive compensation and benefits commensurate with the India market in the social impact field.

Work Hours & Location

This is a remote role based in India - location is flexible, but stable internet connectivity required for video conferencing.

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 Friday

How to Apply

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



Pratham USA

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

Note: This job will be hired via our organizational partner in India - Pratham USA Learning Solutions, LLC.