



**Position:** Founder's/CEO's Office or Chief of Staff

**Base Location:** Karta Initiative India Foundation Office, Noida, Uttar Pradesh

**KIIF's Office Location:** B-33, Sector - 40, Noida, Uttar Pradesh, India

**Reporting to:** Founder/CEO

**Employment Type:** Full-time | Noida-based with extensive field travel across India

**Experience Required:** 2–10 years

### **About Karta Initiative India Foundation (KIIF)**

Karta Initiative India Foundation is committed to enabling talented young people from under-served backgrounds to access transformative higher education opportunities and build pathways to leadership. Through partnerships, mentorship and systemic engagement, we aim to unlock potential and create equitable access to education and career opportunities.

### **Position Summary:**

The Founder/CEO's Office or Chief of Staff (CoS) will play a pivotal role in driving organizational effectiveness by acting as **a strategic partner to the Founder/CEO and leadership team**. This position will be responsible for **overseeing cross-functional operations, cultivating partnerships, aligning strategic priorities, managing human resources functions, and enabling strong internal program management**. The CoS will serve as an integrator across departments and as a key force multiplier for the Founder/CEO.

### **Key Responsibilities Areas:**

#### **1. Strategic Planning & Organizational Alignment**

- Drive annual strategic planning processes in close collaboration with the Founder/CEO and program team.
- Translate vision into operational plans, ensuring alignment across teams and projects.
- Monitor progress against organizational goals & KPIs; propose course corrections as needed.

#### **2. Partnerships & Ecosystem Engagement**

- Build and manage strategic partnerships with:
  - **Universities** (domestic & international) for admissions, scholarships & mentorship programs.
  - **Community-Based Organizations (CBOs)** for outreach, student support & program delivery.
  - **Funders** (philanthropic organizations, CSR arms, individual donors) to drive financial & mission alignment.
- Represent Karta in high-level partner meetings & build enduring relationships across sectors.

#### **3. Fundraising & Donor Engagement**

- Support the Founder/CEO in developing fundraising strategies, prospecting, donor communications, and proposal development.
- Coordinate internal inputs for grant proposals, reporting, and presentations.
- Help manage and steward existing donor relationships by ensuring timely reporting and showcasing impact.



#### **4. Program Oversight & Internal Operations**

- Collaborate with program leads to ensure timely and high-quality implementation of initiatives.
- Co-ordinate weekly, monthly and quarterly meetings with team members as well as progress reviews.
- Act as a connective tissue between departments to ensure coherence, integration, and information flow.
- Support design and rollout of new programs and pilots aligned with strategic priorities.

#### **5. Human Resource Management**

- Oversee HR functions including recruitment, onboarding, performance management and team culture-building.
- Support leadership in talent development, team structure and capacity planning.
- Build systems and processes that foster a diverse, inclusive and high-performing team culture.

#### **6. Executive Support & Organizational Effectiveness**

- Serve as a thought partner and strategic sounding board for the Founder/CEO.
- Prepare briefing documents, presentations, and strategy decks for internal and external stakeholders.
- Lead cross-functional initiatives that fall outside defined departments but are critical to the organization's success.

#### **7. Special Projects**

- Own and drive time-sensitive initiatives that do not clearly sit within a specific department but are crucial to the organization's success.
- Conduct research and provide analysis to inform decision-making by the leadership team.
- Co-ordinate and monitor field visits of Program team members, which may include travel to field locations.

#### **Who we are looking for:**

- **A Bachelor's degree in a STEM-related discipline is mandatory. Candidates must hold a strong undergraduate degree in a STEM field, including Mathematics, Physics, Chemistry, Biology, Engineering, or Technology, to be eligible to apply.**
- **A Master's degree or PhD in a STEM-related discipline** (Mathematics, Physics, Chemistry, Biology, or any other STEM-related field) **Public Policy, Development Studies or Education, or a related discipline is highly desirable.**
- 2-10 years of progressive experience in strategy, operations, consulting, higher education, or nonprofit management; and **a minimum 2 years in a leadership or Founder's/CEO's Office/Chief of Staff-type role is mandatory. Experience in higher education and/or working within the university ecosystem is highly preferred.**
- Demonstrated ability to successfully manage a diverse team, coming from varying educational, professional and cultural backgrounds.



- Proven experience working in or with mission-driven social sector organizations or educational equity initiatives.
- Strong project management, organizational and communication skills.
- High level of discretion and ability to handle confidential information.
- Strong values of compassion, integrity and resilience with exceptional people skills, multi-dimensional personality, go getters and entrepreneurial in nature.
- Firm belief in constitutional values of **secularism, equality and fraternity**.
- Has scientific temperament and critical thinking.
- Non-linear thinker, institution builder, action-oriented mindset with a hands-on approach.
- Has the mindset and capacity to turn empathy into action.
- Willingness to travel extensively to remote rural areas for a minimum of **150 days per year**, with minimal supervision. Travel Reimbursement: All official travel expenses reimbursed as per KIIF policy.
- Ability to work independently, manage complexity, and thrive in a fast-paced, entrepreneurial environment.
- Passion for Karta's mission of building equitable pathways for youth from underrepresented communities.
- Based in Delhi/NCR or willing to relocate.
- Long-term outlook and willingness to commit **3–5 years** to the organization.
- Excellent verbal and written communication, problem-solving and presentation skills.
- Can go beyond the call of duty and put the cause before self.

#### Desired Attributes:

- **Experience in the higher education or youth development sector and/or working within the university ecosystem is highly preferred.**
- Strategic thinker with a bias toward action.
- Strong believer in affirmative action and constitutional values.
- Systems-thinker who can connect the dots across teams, ideas and initiatives.
- Proactive and adaptable.

#### What We Offer:

- **Competitive compensation aligned with nonprofit benchmarks & quality of experience.**
- The opportunity to shape and scale a high-impact initiative with global reach.



- A mission-driven and inclusive work culture.
- Ample opportunity for professional growth through exposure to diverse stakeholders, systems and leadership challenges.

**Compensation Offered:**

**The position offers a gross compensation in the range of Rs. 6 lakhs to Rs. 12 lakhs.** The compensation offered to the selected candidate will be determined based on their qualifications, relevant quality experience and demonstrated competencies.

**Medical Insurance Benefits:**

Comprehensive medical insurance (Rs. 5 lakhs cover) for self, spouse and dependents (parents and children, if any), plus an accident policy (Rs. 5 lakhs cover).

**Application Process:**

If you are passionate about mentoring youth and creating meaningful impact in education, we would love to hear from you.

**Apply here:** Please fill the following form: <https://forms.gle/G3UdKtzktWMGX8729>. Early applications are encouraged. We look forward to reviewing your applications and getting in touch with the most qualified candidates.

**Deadline:** Apply immediately.