Job Description

Senior Program Manager (State Head)- JNV Team, Avanti Fellows

Position Summary:
The Senior Program Manager is responsible for managing the end-to-end operations of Jawahar Navodaya Program in a region/State coordinating with up to 3-5 Program Managers and 20-30 Program Fellows. The responsibilities include building a collaborative learning environment, driving improvement in student learning outcomes, helping the team members get better at their roles.

Key responsibilities include, but are not limited to:
Following are the major responsibilities that could change as per demand of the dynamic work requirements.

Administration

- Ensure smooth implementation of various aspects of the program in the allocated State/Region
- Work proactively keeping in mind program expansion targets
- Manage a team of Program managers and Program fellows implementing the program in the Region/State
- Manage a team of volunteers from IITs and NITs and other premier institutions according to requirements
- Petty cash and expense management, including approval of Program Managers’ expenses
- Vendor follow up and invoicing/payments
- Logistics (office and external)

Team Management and Recruitment

- Manage about 3-6 employees that implements the program across 20-30 schools covering about 7000-10000 students of standard 11 and 12
- Help with recruitment of new Program Managers as needed, closely coordinating with Program Head and HR team
- Train the team on ideal stakeholder relationships, classroom facilitation, mentoring and adherence to processes for effective implementation of the program

Performance Management of Teams

- Do regular check ins and feedback sessions with Program Manager
- Carry out, 360 degree performance appraisal of the team to all reporting Program fellows on a half yearly basis
- Have discussion on any changes in remuneration based on performance
- Coordinate with DPH/ Reporting manager for the performance appraisal process
Coordination for Alumni Relations & Mentorship

Work with the Alumni Relations & Mentorship team for visits of mentors to the schools, provide support for building of alumni databases, as well as facilitate applications for scholarships in the schools managed by the PM.

Program Implementation and M&E

Coordinate with the Monitoring, Evaluation and Learning Division of the organisation to collect data on students’ performance regularly, and use it effectively to improve performance of the program, as well as for program development.

Expense Management, Support to Budgeting and Fundraising

- Give inputs for creation of program budget for the year and ensure the implementation of the same
- Manage day to day expenses of the program and ensure its adherence with budget and organizational policy
- Support the Fundraising team by providing information and inputs needed by them from time to time

Documentation and reporting

- Ensure preparation of weekly, monthly and quarterly reports for each centre by the Program Associates
- Work with MEL team for preparation and sharing of program impact reports
- Capture success stories and learning from operations of the program

Stakeholder management

- Support Deputy Program Head/Program Head for work with Navodaya Vidyalaya Samiti officials to get necessary approvals for smooth implementation of the program
- Maintain good relationships with JNV Principals to ensure smooth implementation of the program through regular meetings and submission of required reports
- Hold regular training and evaluation sessions with JNV PM during every meeting
- Facilitate visits of donors to JNVs, and provide any information/data on request, to them
- Support preparation of periodic reports, analyzing the progress of the schools in the region, for sharing with stakeholders.
- Monitor the process of community engagement by Program manager, mainly involving parents of JNV students

New Partnerships:

Give inputs/suggestions to help identify possibilities of new partnerships for expansion of the program if needed
**Requirements:**

**Education:** Any post Graduate or professional degree with Science Background (MSc or B Tech or M Tech), Management degree would be great

**Experience:** 3-6 years of experience in program implementation. Experience in Non-profit, Education sector preferable

Excellent communication skills, including the ability to clearly articulate a vision and strategy

Deep empathy for learners, and a curiosity about what makes a great learning experience

Openness to traveling to and staying in rural and remote areas

Ability to build trusting and productive relationships across diverse teams

**Skills Required**

Exceptional leadership and management skills; self-driven; good at interpersonal communication; Data Analysis, Process driven, Objective, Empathizing

**Interests:**

Passionate about education; enjoys mentoring and teaching teenagers

**Salary Details:** 12-15LPA

**Location:** Karnataka/Maharashtra/Odisha

**Reporting to:** Program Head

**Apply now:** Please share your application via this Application Form

"Avanti Fellows is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."
About Avanti Fellows

Avanti runs the largest system-wide interventions for Math and Science learning in government schools in India. Avanti uses the power of blended-learning, technology, and peer-instruction to create programs that are able to deliver consistent outcomes in low-resource settings. Our work spans nine Indian states impacting over 8 lakh students through large system-wide interventions in Haryana and the Jawahar Navodaya Vidyalaya Schools.

Avanti’s Sankalp Program: Over the past 2 years, Avanti has been running a large system change project in Haryana. The project covers 219 intervention schools, where teachers are being provided with technology and content to teach Mathematics and Science in Grade 9-12. In addition, Avanti monitors progress through a team of program managers and through the assistance of government officials. This project is being evaluated by JPAL and is currently funded by the Michael and Susan Dell Foundation, USAID, Morgridge Family Foundation and Douglas B. Marshall Family Foundation.

Avanti’s Sandbox Project: This project consists of a carefully selected set of 40 schools spread across Delhi and Haryana which will be the base for our research and innovation initiatives. The objectives are to- i) inform product and program development, ii) rapidly test hypotheses and iterate program components, and iii) derive learnings to enable scaling of tested programs. These schools will be a pilot ground for both curricular and other programs focused on socio-emotional learning and study their effect on engagement and learning gains.

Avanti’s Ghar Pe School Program: During COVID-19, Avanti has been coordinating a multi-state at-home learning intervention for low-income students called GharPeSchool. Avanti has also developed a new web-based platform that allows educators to add multiple-choice questions in the middle of any YouTube video to create a single learning item called a Plio.

Organizational Culture: Avanti Fellows has a team of just over 180+ professionals led by Akshay Saxena and Vandana Goyal. The leadership team has a 50:50 gender split with professionals from diverse educational and professional backgrounds. In addition, the organization offers a plethora of personal and professional development opportunities, including participation in international events in the education space and connecting with experts in the industry. Avanti Fellows pioneered self-directed “peer-learning” in public schools in India and we have been relying on it in our day-to-day workday as well. The team closely works with each other on execution and iteration of programs, while offering autonomy in decision making to help fuel each teammate's growth.

Our Values:

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<th>Agility</th>
<th>We are flexible. We keep it simple. When circumstances change, we respond quickly and effectively.</th>
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<td>Accountability</td>
<td>We think and make decisions by asking ourselves, &quot;What would I do if this was my organization?&quot;. We take full ownership of our actions and our results.</td>
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<td>Ambition</td>
<td>We have the courage to set audacious goals for students' life outcomes.</td>
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<td>Impact for the Child</td>
<td>Achieving meaningful life outcomes for students is at the center of what we do. We do this by seeing life through their perspective, working relentlessly to help them achieve progress and financial security.</td>
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<td>Learning Orientation</td>
<td>We believe we can improve ourselves continuously. We learn by seeking feedback from students, teachers and other stakeholders, analyzing data and reflecting on our own experiences. We learn from our successes and failures. We reach out to others for help when needed.</td>
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