



Aspire. Achieve. Be the Change

The Akanksha Foundation is a non-profit organization with a mission to provide children from low-income communities with a high-quality education, enabling them to maximize their potential and transform their lives. Akanksha works primarily in the field of education, addressing formal education by initiating school reform through its School Project. Currently, Akanksha reaches out to the 7000 children through its 20 schools in Mumbai and Pune.

**Position: Senior Manager**

**Function/Team:** Alumni Support and Engagement

**Location:** Pune

**Compensation:** Based on skill sets, experience and sector standards

**Position Summary:** As the Senior Manager, Alumni Support Engagement, you will oversee all functions connected to Alumni Support and Engagement during and after a student's time in an Akanksha school (Mumbai and Pune), and for the alumni who have graduated from the Akanksha Centers (Mumbai and Pune) as well. Your biggest responsibility is to bring to life the vision set for ASE, which is to create an ecosystem of support for all alumni to fulfil their life goals. The three larger goals that have been articulated to reach this vision are making all alumni independent, building a sense of community for alumni and creating interest based pathways for them.

**Overview of the Team:** The ASE team consists of city-wise independent teams that collaborate and report into the Senior Manager. We also have a robust team of alumni as interns and ambassadors in our communities and schools who support the city teams.

**What your role will entail**

- Initiating effective **School to College (S2C)** programs through supporting an 'effective school to college' program for grades 8 to 10 and guiding the team in selection of panel of colleges and coaching classes recommended by the organisation
- Providing adequate **financial support** through supporting and driving the implementation of the financial aid program which is performance based and also covers students who need financial support
- Supporting the team in **engaging with parents** on career choices as well as financial literacy and taking calls on some of the cases connected to financial aid
- **Equipping students with the skills to navigate life** after school by leading the team in working with the network of school leaders, counsellors and other key team-members to identify key life-skills and foster their development in students/alumni.
- Supporting the schools to set-up advisory programs in schools and mentor programs for alumni

- Guiding the team to develop or oversee the development of relevant training modules focusing on life skills
- Setting up and offering access to **avenues for employment** by leading/guiding the team in establishing partnerships and identifying suitable opportunities for Alumni
- Working with the team to establish systems & procedures to identify and counsel alumni at risk, and guide them to **vocational and job oriented opportunities**.
- Initiating systems for consistent and effective engagement with parents by working with school leaders to develop effective systems and avenues for authentic parental engagement and involvement, with a clear focus on financial literacy, school to college and college to career transition.
- **Building an Alumni Community** by leading the team in establishing a network of alumni interns and alumni ambassadors and alumni as mentors.
- Developing a clear strategy in using social media and other virtual tools in order to facilitate efficient sharing of all relevant information and stay connected to the alumni.
- Establishing adequate physical spaces through alumni hubs, alumni events and meets to facilitate both academic and non-academic support for the alumni.
- **Liaising with the Impact team** to establish clear metrics to evaluate the success of the alumni engagement programs while also ensuring that we are capturing and managing alumni related data regularly.
- Collaborating/liaising with the CEO & the Donor Relations team to understand the expectations of key donors and external stakeholders with respect to Alumni data.

### **What you need for this Position**

#### **Experience:**

- 5-7 years of experience with at least 2 years of experience in a leadership role
- Leadership and management experience of working with adolescents or working in an organisation that provides youth services, family support or K-10 education setting.
- Demonstrated success in designing programs, executing and evaluating them
- Experience with developing systems and processes

#### **Knowledge/Skills:**

- Updated knowledge of various career options
- Understanding of budgets and ability to estimate and plan expenditure
- A deep passion for youth, a high level of energy and a strong sense of belief in what our students are capable of
- Have the skills, energy and belief needed to build and lead across two cities
- Excellent project management and planning skills
- Excellent written and verbal communication skills

- Strong networks and the ability to leverage those relationships to further the goals of the program and the organisation

**Education:**

Bachelor's/Masters degree in any discipline (Post Graduation preferred)

