

MANAGER- OPERATIONS ASPIRE ACTION TRUST

Aspire Impact (or Aspire), a leading social enterprise in leadership skills and impact ecosystem development, is seeking to hire a Manager-Operations, operating from home, reporting to the Director-Aspire Circle.

Background

Aspire Impact is a social enterprise focused on leadership and ecosystem development in social and environmental impact. Aspire develops Impact Science and supports scaled impact for organizations through Executive Education & Training, Corporate Impact Assessments, Impact Startup Support and the Impact Future Project. Aspire Impact is part of Aspire Group, founded in 2007 and headquartered in Gurgaon. Aspire pioneered Employability Education in India, training over 60,000 unemployed youth in Tier 2/3 cities for new economy jobs. It received many recognitions, including the \$100,000 McNulty Prize from The Aspen Institute, India's Top50 Initiatives from Business Today, Young Turk from CNBC and Education Czar from HT-MINT.

Aspire Impact

Aspire in its new avatar, will be a leadership skills and ecosystem development initiative for social and environmental impact with 6 products across 2 divisions:

- I. **EDUCATION DIVISION:** inherits two products from Aspire v2.0 which are:
 - a. **Summer Leadership Program (SLP):** LeadershipPro™, our summer leadership program, is our most successful product to date is the middle-school and senior-school values-based training program, in partnership with GVV at Darden School of Business, University of Virginia
 - b. **Leadership Impact Assessments (LIA):** AssessPro™, is our online leadership assessments with products like NEST™ or National Employability Skills Test and CPT™ or Career Preference Test
- II. **IMPACT DIVISION:** has four products, all new pursuits:
 - a. **Executive Education & Training (EET):** Online Impact Specialist & Impact Investment executive education programs to be followed by a Chief Impact Officer Exed Program
 - b. **Corporate Impact Assessments (CIA):** Partner a global leader to do impact audits, assessments and certifications for impact enterprises and big business alike
 - c. **Impact Startup Support (ISS):** Partner Impact Hub, the global leader to offer training, support and global network to Indian impact accelerators & incubators (<https://aspireimpact.in/wp-content/uploads/2021/01/India-An-Impact-Startup-Nation.pdf>); and,
 - d. **Impact Future Project (IFP):** Build 10 online sectoral Impact communities, of 30leaders each (300leaders in all), to brainstorm the Impact Future for India and the world

Aspire currently has a small 10-member team supplemented by Interns. We are hiring a few more team members to enhance capabilities.

Aspire Circle

Aspire had additionally promoted Aspire Circle (www.aspirecircle.org), a not-for-profit initiative in 2007, with a distinguished group of Trustees, Governors & Elders, which offers Scholarships, Fellowships & Internships. It is notably home to Aspire Circle Fellowships to social leaders (CSR Heads, Foundation Heads, Impact Investors, Impact Entrepreneurs, NGO Heads) for a Socratic journey to discover enlightened leadership. Aspire Circle today has over 176 Fellows across 8 cohorts, including pre-eminent leaders from India's social sector. Enrollment for the 9th Cohort is open currently.

Manager- Operations: Role & Responsibilities

S/he must be mission-minded, self-starter and determined executive. S/he will ideally be between 25-35 years of age and be prepared for a startup experience. S/he must have at least 3 years' experience, of which ideally 1 year should be in the Social Impact or Development sector(s). S/he will receive a market compensation, a generous incentive and equity participation in the company. S/he could be a person returning to workforce after a hiatus or a former corporate executive anticipating a move to the social sector. S/he will ideally be based in Delhi NCR and ready to start asap.

The key responsibilities of the Manager - Operations will include but not be limited to the following:

- **Product Development:** The role primarily requires the Manager Operations to work alongside the Director to help build & sharpen the products- e.g., Scholarships & Fellowships
- **Account Management:** The Manager- Operations will work with the Director to manage clients and convert them into long-term relationships. S/he will also have responsibility to service these clients and ultimately stronger professional relationships
- **Operational Delivery:** The Manager Operations will be expected to maintain, fellows database, co-ordinate with fellows on a requirement basis, maintain management reports etc as part of daily operations.
- **Project Management:** The role would require the person to lead multiple time-bound deliverables within pre- defined SLA's in like with the strategic functions of the organization.

Qualifications

As a start-up in a new sector, the incumbent should be flexible and adaptable to emerging realities and trends- the products may change dependent on the requirements and related market developments. S/he must therefore possess the following qualifications:

- Post Graduate Degree in Business or Social Development
- Minimum of 5 years of experience in a similar role
- Detailed-orientation with ability to build new systems, policies and procedures
- Strong English-level communication skills (written and verbal)
- Revenue orientation and established track record of performance

Apply in confidence with your latest CV to suchitra.marwah@aspireindia.org by 28 February 2021.