

ASPIRE IMPACT MISSION INITIATIVES PVT. LTD.**Aspire Impact Assurance Business**
JOB PROFILE: Operations (associate/Sr Associate)

Aspire Impact (www.aspireimpact.in) is a social enterprise focused on ESG, Sustainability and Impact Measurement. Aspire Impact is India's first Impact Rating & Certification initiative with an independent, 4P (Product, People, Planet & Policy) Impact Assessment standards framework. It awards Green Leaf, Silver Leaf, Gold Leaf and Platinum Leaf ratings to organizations based on its impact assessment framework.

We have successfully completed impact assessment projects for 40+ prominent corporate, nonprofit, and business finance groups. The following are a few of our esteemed clients: Ather Energy, Protean e-Gov, INI Farms, Equitas/Opportunity International, Tata Capital Healthcare Fund, Jubilant Bhartia Foundation, Capgemini-SRF Foundation, Natureland Organics, and CarreerWill, White Oak, Magic Bus, Honasa and Going to School projects etc

Impact Assessments: Role & Responsibilities

The person must be mission-minded, self-starter and determined executive with a background in the ESG Analysis/sustainability/social sector, with good analytical and client management skills.

The Position reports to the Director- Comprehensive Impact Assessments

The key responsibilities will include but not be limited to the following:

- 1. Delivering Impact Assessments:** The primary responsibility of the role is management and delivery of Impact Assessments including end to end project management, primary research (quantitative and qualitative), data collation and analysis, report creation, presentation and client management.
- 2. Liaising with clients, vendor partners and internal teams,** including working collaboratively with research partners, design teams.
- 3. Operational Support and delivery:** Benchmarking via data collection, analyzing data, communicating findings. S/he must be able to create PowerPoint decks, benchmarking charts, find information over the web and create reports.
- 4. Product Development:** Regular up gradation of the Impact assessment methodology, and its global alignment and creation of rubrics and sectorial adaptations for Impact standards
- 5. Knowledge Development:** Supporting delivery of the Impact Future Project through data analysis and communication of findings to concerned stakeholders; publishing white papers

Qualification:

As a start-up in a new sector, the person should be flexible and adaptable to emerging realities and trends- the above products may change a lot with the market developments. S/he must therefore possess the following qualifications:

- Graduate degree in management/equivalent, Post Graduate Degree in Business (Finance/operations/marketing)/ Social Development/Environmental Science/sustainability/impact
- Detail-orientation with strong organizational skills and keenness to meet deadlines
- Strong English communication skills (written and verbal)
- Established track record of performance
- Preferred background: ESG/Sustainability/ Impact/social sector, Consulting background, Financial/ non-financial audit with 6 months to 2 year experience

Manager- Corporate Impact Assessments (M-CIA): Role & Responsibilities

The M-CIA must be mission-minded, self-starter and determined executive. S/he will ideally be between 28-35 years of age and be prepared for a startup experience.

S/he must have at least 5 years' experience, of which ideally 1 year should be in the Social Impact or Development sector(s).

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 M-CIA will include but not be limited to the following:

- **Project Management:** The role would require the person to lead multiple time-bound Impact Assessments and Assessment Reports in parallel and therefore must have an eye for detail.
- **Account Management:** The M-CIA 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 build sectorial Practices.
- **Operational Delivery:** The M-CIA will spend >50% of his/her time in client service via data collection, analysing data, writing impact reports, and, communicating findings. S/he must be able to write proposals, create PowerPoint decks, benchmarking charts, find information over the web and create sectorial reports.
- **Product Development:** The role primarily requires the M-CIA to work alongside the Director to help build & sharpen the products- e.g., regular up gradation of our Corporate Impact Assessment methodology and its global alignment OR developing our Impact Incubation/Acceleration support services.

Qualifications

As a start-up in a new sector, the Manager should be flexible and adaptable to emerging realities and trends- the above products may change a lot with the market developments. S/he must therefore possess the following qualifications:

- Post Graduate Degree in Business or Social Development
- Minimum of 5, ideally years' experience with last 3 years in a leadership and team handling role
- Detailed-orientation with ability to build new systems, policies and procedures
- Strong English communication skills (written and verbal)
- Revenue orientation and established track record of performance