

The American India Foundation (AIF) is a non-profit, nongovernmental organization, dedicated to catalysing social and economic change in India, and building a lasting bridge between the United State and India.

In a country where extreme contrasts of wealth and poverty coexist in everyday life, we hear hopeful stories of India's rise and rapid growth. Yet 800 million people – more than the entire population of Africa – live on less than two dollars per day in India.

Amid the tragic devastation caused by the Gujarat earthquake in 2001, President Bill Clinton and Prime Minister of India Atal Bihari Vajpayee recognized the need for a philanthropy platform that would connect the world's two largest democracies and provide a trusted bridge for meaningful participation in India's democratic and economic growth for both Americans and Indians. The American India Foundation has since built on this vision and created countless opportunities for India's poor to live successful, productive lives while creating impactful change at an unprecedented scale. Since its inception, AIF has raised more than USD 118 million and impacted about 3.7 million lives from across 24 states of India. The AIF has partnered with 227 of India's NGOs to build a trusted network for implementation, scale, and sustainability.

AIF works on education, livelihood, public health and leadership programmes in India

1. Education - AIF's education programs ensure that some of the most marginalized groups have access to high-quality educational opportunities and gain critical life skills alongside 21st century knowledge to prepare them for success in today's globalized world.
2. Livelihoods - AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.
3. Public Health - AIF promotes maternal and child health by combining increased access to healthcare, improved service delivery, innovative care-based approaches, and capacity-building for healthcare professionals and organizations in highly underserved communities.
4. Leadership - Through its William J. Clinton Fellowship for Service in India, AIF is helping to shape the next generation of leaders committed to building lasting change for underprivileged communities across India, while also strengthening the civil sector landscape to be more efficient and effective.

The AIF is led by a solid Board, Trustees, Advisory Councils, and an international team of development professionals. For more information on the key people, please visit: <http://aif.org/people/>

The Role

Today, AIF is at an inflection point, seeking to expand its presence. Currently, AIF employs 250 people across 5-6 offices, as well as field operations. The India organization raises about USD 3 million, which is to be scaled up to USD 10 million in the ensuing years.

Given its ambitions, AIF now wishes to recruit a committed and energetic India Country Director to lead their highly experienced and qualified program, operations and support function teams. The new Country Director will drive the development and implementation of the India strategy. S/he will raise funds in line with the country strategy, and will broad base the donor base by inducting new donors, whilst ensuring repeat donors.

S/he will require organisational and team skills of the highest order. S/he will be capable of engaging effectively with a diverse and complex set of stakeholders whose breadth spans senior government officials to potential major corporate and individual donors, and an array of NGO partners. S/he will play a major role in creating a team with the capacity to deliver high quality programmes across multiple states in India, and will have the detail orientation and ability to “roll up the sleeves” to drive flawless implementation.

S/he will have responsibility for all aspects of Program management, Partner selection, Monitoring and Evaluation, Finance, Audit, Compliance, Staff management. Fundraising and Finance are pan-AIF activities with reporting relationship to NY. Country Director -India will do everything needed to help AIF’s CEO to represent, support and make these functions more efficient.

Apart from a proven track record of successful program execution, a strong alignment to AIF’s mission and values is a primary requirement. General management experience, strong business development skills and a network amongst Indian business people and government, international exposure (not necessarily experience), and experience of working in professional environments would be strong additional qualifications that is considered desirable. The applicant will be expected to have experience and active working knowledge of India’s development sector with an interest in developing high impact intervention strategies in the area of education, livelihood and public health.

The role will be based in Gurgaon with significant travel across India and overseas.

Reporting to: CEO of AIF,
Key reporting relationships: Directors, HR Manager, and Program Manager

The key responsibilities for the role will be:

1. Program related (45%): Providing oversight and strategic direction to the development and implementation of AIF’s programs in India and forge alliances and intellectual exchange between India and US. Lead the development of guidelines, processes and procedures to be followed internally by AIF in India that ensures that AIF’s resources are effectively deployed and the desired outcomes achieved. Focus on program measurement (monitoring and evaluation) including parameters/indicators for measurement of program outputs/outcomes and impact. Encourage distillation of experiences and sharing of these lessons amongst the partners, strengthen knowledge management and advancing the creation and execution of “pro-poor and marginalized” policies and procedures based on field experience of AIF.

2. Fund Raising (15%): Coordinate and support AIF's CEO in raising funds (including the CSR opportunity) for AIF operations in India from public and private resources to support AIF programs. The funds in India are usually leveraged as co-investments by other donors (private foundations, corporations, government etc.) to scale up AIF's program impact on the lives of program beneficiaries.

3. Human Resources Development (15%): Determine AIF India's organization needs and structure and strengthen policies & programs to ensure training, motivation & retention of human resources.

4. Representation and Public Relations (10%): Build the reputation and brand of AIF and its work with all external stakeholders in India – governments, NGO partners, board and council members, well-wishers and supporters, other funding agencies, and most importantly, AIF communities.

5. Finance and Administration related (10%): Ensure financial integrity of all funds raised (both from US and within India), by ensuring appropriate systems of account maintenance, due diligence and checks and balances.

6. Governance (5%): Strengthen AIF's advisory councils, in India, and engage trustees and advisory council members in strategic decision making for AIF's India operations.

Candidate Profile

The ideal candidate is likely to have the following background:

- 16 – 20 years of overall experience
- Non-profit/Global Development, or Industry experience with some exposure to either of Education, Livelihood, Public Health are all possible backgrounds. Prior non-profit experience is not required, although the successful candidate will be sensitive to the dynamics of the non-profit world and will have a passion for AIF's mission
- On-ground India experience will be critical
- A strong leader with natural gravitas and the ability to work with very senior leaders to achieve the mission and vision of the organization, particularly:
 - He/she will have the ability to motivate and develop a senior management team
 - He/she will have experience of working with multiple stakeholders, both internally and externally. Experience of dealing with governments, at the local, state and national level, and other regulatory bodies is a strong plus
- Experience of fundraising is also important
- Used to dealing with and managing complex and challenging boards
- Highly empathetic with excellent interpersonal skills
- An understanding of the 'principles of partnership' with multiple stakeholders is critical. Experience of building partnerships and alliances and leading through influence will be advantageous, for example developing partnerships with the NGOs
- Demonstrated project management skills, with the ability to work towards execution via a milestone-based approach, being mindful of staffing, quality, and timeline criteria. Strong financial understanding and discipline
- An "eye" for the detail of delivery and a hands-on manner which can contribute to the build-out of AIF in India
- Demonstrated experience in leveraging evidence (programme based evidence) to influence and advocate for policy level interventions.
- Entrepreneurial and innovative in approach to the management of objectives.

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- Demonstrated ability to think ‘out-of-the box”, think innovatively.
 - Believe in catalyzing social change, building sustainable communities and create a measurable impact
 - Overseas/international exposure would be desirable
 - Candidate should be comfortable with matrix reporting and provide strong necessary support for international, pan-AIF functions housed in India
 - Must be a strong team player with demonstrated success in nurturing and building strong, focused and efficient teams
 - Must have strong alignment to the Mission and Values of AIF - Creativity, Unity, Respect, Integrity and Excellence
 - Should be creative and flexible to work efficiently bridging the India- US time zones

In terms of the performance and personal competencies required for the position, we would highlight the following:

Setting Strategy

- The ability to create and articulate an inspiring vision for the organization.
- The ability to garner the resources required to achieve the organizational goals i.e. funds, strong network with partners and all other external stakeholders.

Executing for Results

- The ability to set clear and challenging goals while committing the organization to improved performance; tenacious and accountable in driving results.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and lead others through complex situations.
- A leader who is viewed by others as having a high degree of integrity and forethought in his/her approach to making decisions; the ability to act in a transparent and consistent manner while always taking into account what is best for the organization.

Leading Teams

- The ability to attract and recruit top talent, motivate the team, delegate effectively, celebrate diversity within the team, and manage performance; widely viewed as a strong developer of others.
- The ability to persevere in the face of challenges, and exhibit a steadfast resolve and relentless commitment to higher standards, which commands respect from followers.
- A leader who is self-reflective and aware of his/her own limitations; leads by example and drives the organization's performance with an attitude of continuous improvement by being open to feedback and self-improvement.

Relationships and Influence

- Naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- An ability to inspire trust and followership in others through compelling influence, powerful charisma, passion in his/her beliefs, and active drive.
- Encourages others to share the spotlight and visibly celebrates and supports the success of the team.
- Creates a sense of purpose/meaning for the team that generates followership beyond his/her own personality and engages others to the greater purpose for the organization as a whole

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to vinita.katara@russellreynolds.com and maneesh.dube@russellreynolds.com with subject line “Country Director – AIF India”.

Only applications of short listed candidates will be acknowledged.