Shadhika exists to inspire a culture shift in India by ensuring every young woman is empowered to realize her full potential. Investing from adolescence to adulthood, we partner with local women-led organizations to ensure these young women can make their own decisions, succeed in school, contribute to the economy, and transform their communities. One young woman at a time, our bottom-up approach is creating a generation of young women leaders, each of whom lifts up a generation beside and behind her. Their success creates a groundswell of change that starts in India and ripples around the world.

<table>
<thead>
<tr>
<th>Title</th>
<th>Program Officer of Support for Success and Men against Gender-Based Violence</th>
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<tbody>
<tr>
<td>Position Summary</td>
<td>The Program Officer reports to the Program Director and works with Shadhika staff, board, partner sites, and program participants to develop, implement and manage Shadhika’s two core grant programs in India: Support for Success and Men Against Gender-Based Violence. The Program Officer is a tactical member of the Shadhika team, a strategic partner to the Program Director, contributing strategic and programmatic ideas, organizational networking, and collaboration to aid in achieving Shadhika’s mission in India. The Program Officer is an astute relationship builder and an expert program manager who aims to achieve gender justice through strategic global philanthropy. This person thrives in a fast-paced yet remote work environment and is required to have the ability to see the pieces of the puzzle to a larger vision and build them.</td>
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<tr>
<th>Job Description</th>
<th>Program Responsibilities</th>
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<tbody>
<tr>
<td>● Designs and implements Shadhika’s Support for Success and Men Against Gender-Based Violence programs in collaboration with Program Director to achieve Shadhika’s mission.</td>
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<tr>
<td>● Leads learning, monitoring, and evaluation framework discussions, planning, and implementation for all aspects of the Support for Success and Men Against Gender-Based Violence programs.</td>
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<td>● Manages partner relationships and partner communication while providing technical support, as needed.</td>
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<td>● Researches and cultivates new partnerships with grassroots organizations aligned with Shadhika values and mission.</td>
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<td>● Prepares reports to document partner annual planning &amp; impact, new partner recommendation, and quarterly progress for Shadhika’s staff, board, and donors.</td>
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<td>● Plans, designs, coordinates, and facilitates quarterly roundtables and annual partners’ learning conclave at the Leaders for Change Summit.</td>
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<tr>
<td>● Plans and conducts annual site visits with new and current partners in coordination with the Scholarship Program Officer and Program Director.</td>
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**Administrative Management and Annual Planning**

● Contributes to the preparation of annual budgets and operational work plans to execute programmatic strategies.
● Serves as the primary person executing and reporting on the areas of work related to the Support for Success and Men Against Gender-Based Violence programs.
● Develops program grant agreements, external contracts, and memos, and manages grant disbursement for both the programs with Executive Director’s approval.

Fundraising
● Works with Program Director and other Shadhika staff to support communications and fundraising activities, including providing written and visual information
● Develops and manages relationships with dedicated donors and funders in India and in the U.S.

Communications
● Works closely with the Executive Director and the Program Director to ensure the ethical curation of meaningful content to support Shadhika’s communications and marketing campaigns.

Requirements
Shadhika is looking for a team player with 3-5 years of experience working in an NGO or foundation. This candidate will be a multilingual communicator who thrives in a small NGO environment, willing to “build the plane as they fly it.” They are passionate about women’s empowerment, gender justice, and decolonizing development, and deeply knowledgeable of these issues and the principal players in India.

This candidate is a self-starter who is willing to lead both projects Support for Success and Men Against Gender-Based Violence, working both independently and as part of a team in a largely remote work environment. They have excellent interpersonal and organizational skills, as well as attention to detail with the ability to thrive in a high-energy and team-oriented environment. They can lead meetings, discussions, and relationships to achieve the objectives of the Scholarship program. This candidate is motivated and result-oriented and has a strong, proven work ethic to manage projects to completion.

This candidate can tackle complex program issues and can confidently provide tailored technical support to partners through the programs’ inception, implementation, and evaluation stages. The candidate should have strong critical and analytical skills to review narratives, qualitative and quantitative data, and proposals to make strategic and tactical recommendations consistent with Shadhika’s values and vision.

The ideal candidate will have prior experience working on gender justice issues, including the engagement of men and boys. They must be knowledgeable in participatory processes, organizational development, community-based methodology, and grassroots culture, elevating minority voices. The candidate should be comfortable designing and facilitating cross-learning sessions and collaboration conversations at the annual summit and roundtables.
The person can prepare and present written and oral information on Shadhika grant programs. This candidate is a compelling speaker and has excellent writing skills, including proposal writing. They have strong computer and cloud management skills.

This candidate has a degree and experience in a related field. They must be willing and able to travel within India to conduct site visits.

Strongly Preferred:
- Fluent in English and 1 or more Indian languages (especially South or East Indian languages).
- Candidates from the LGBTQI+ community and/or minority castes and tribes are strongly encouraged to apply.
- Knowledge of basic learning, monitoring, and evaluation is a plus.
- Comfort with remote work technology is a must.

### Overview
- Location: Remote, in India.
- Hours Per Week: 40 hours with flexible schedule model. Must be willing to work early mornings and late evenings to accommodate across time zones (India to the US)
- Compensation: 720,000 to 780,000 INR annually (based on experience)
- **Indian consultants have no provision for employee provident fund, medical insurance, at source tax dedication, and gratuity as Shadhika is not registered as an NGO in India. Consultants are expected to manage their own annual tax filing.**

### Salary and Benefits
- Ongoing collaboration with individuals working in international development
- Travel in India when it is safe again to resume.
- 180 hours of vacation time in addition to a week off at year-end, ongoing professional development funds, and professional development opportunities available.
- Monthly Internet and phone costs are covered, up to 1500 INR monthly.
- A laptop for official purposes may be provided if requested.

### Application Guidelines
- Email cover letter, resume, and writing sample to HR@shadhika.org
  - Include an explanation of what intersectionality means to you.
  - Include a successful proposal or report personally authored
  - Include 2-3 professional references
  - Incomplete applications will not be accepted.
- No phone calls, please.
- Position open until filled. Expected start date: First week of April 2022 or sooner.

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**Commitment to Equal Employment**
In alignment with our core values and approach, Shadhika is an equal opportunity employer committed to a diverse, collaborative, and sustainable work environment. To that end, Shadhika is an intentional advocate of inclusivity and welcomes applicants from all backgrounds – particularly people of Indian
descent, people of color, women, LGBTQ+ people, immigrants or refugees, and people from low- or moderate-incomes.

We do not discriminate based upon race, creed, color, ethnicity, national origin, ancestry, sex, gender, religion, gender identity, gender expression, age, height, weight, disability (actual or perceived), medical condition, marital and/or partnership status, military obligations, veteran status, citizenship, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance. This nondiscrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service.