



**SHADHIKA**

When she leads, change follows

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.

<b>Title:</b>	<b>Scholarship Program Officer</b>
<b>Position Summary</b>	<p>The Program Officer reports to the Program Director and works with Shadhika staff, donors, program partners, and program participants to design, implement, and manage Shadhika’s Scholarship Program.</p> <p>The Program Officer will be responsible for ensuring Shadhika meets its program outcome goals within budget and time constraints and while upholding organizational values. The Program Officer will review grant proposals, perform due diligence, manage current grants while liaising with partners and program participants, conduct learning, monitoring, and evaluation activities, and make grant recommendations.</p> <p>The Program Officer is a tactical member of the Shadhika team, a strategic partner to the Program Director, and contributing ideas, strategic thinking, organizational networking, and collaboration to aid us in achieving our mission.</p>
<b>Job Description:</b>	<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>● Develops, implements, monitors, and evaluates Shadhika’s Scholarship program, including management of applications, review process, grant agreements, scholarship budgets, disbursements, and communication with grantee partners.</li> <li>● Leads learning, monitoring and evaluation framework discussions, planning, and implementation for all aspects of the Scholarship Program.</li> <li>● Conducts site visits and maintains ongoing relationships with grantee partners to achieve program objectives.</li> <li>● Works closely with Program Director to coordinate full implementation of Ready for Work activities with Support for Success partners and Scholars.</li> <li>● Assists Program Director and coordinates with Support for Success Program Officer in planning and implementing roundtable discussions with grantee partners.</li> <li>● Collaborates with Scholarship Program Associate in India who is the primary liaison with the Scholars.</li> <li>● Develops new Scholarship program-related activities.</li> </ul> <p><b>Event Planning</b></p> <ul style="list-style-type: none"> <li>● Plans and executes Shadhika’s annual 3-day Leaders for Change Summit in India.</li> <li>● Manages vendor contracts with venues, catering, speakers, stakeholders and other entities involved in executing the event.</li> <li>● Recruits and leads steering committee of like-minded organizations to help plan and execute the event.</li> <li>● Manages all Summit logistics and coordination including travel, food and housing.</li> <li>● Leads the Shadhika team with roles and responsibilities prior to and during the event.</li> <li>● Conceptualizes theme, agenda and event logistics to align with Shadhika’s values</li> </ul>

	<p><b>Development and Communications</b></p> <ul style="list-style-type: none"> <li>● Works with Program Director and other Shadhika staff to support communications and fundraising activities, including providing written and visual information</li> <li>● Develops relationships with Scholarship Donor Circle, including authoring donor stewardship, curating content, and participating in the recruitment of new Scholarship donors.</li> <li>● Coordinates stories and interviews, and ensures proper consent with Scholars and Alum for communications and marketing strategy.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>● Contributes to the organization’s strategic planning and serves as the primary person executing and reporting on the areas of work related to the Scholarship program.</li> <li>● Other duties as assigned.</li> </ul>
<p><b>Required Qualifications</b></p>	<p>Shadhika is looking for a team player with 5-6 years’ experience working in an NGO or foundation. This candidate will be a multilingual communicator who thrives in a small NGO environment. They are passionate about women’s empowerment, gender justice, and decolonizing development, and deeply knowledgeable of these issues and the principal players in India.</p> <p>This candidate is a self-starter who is willing to lead projects, 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.</p> <p>This candidate will have the ability to review proposals and make recommendations consistent with Shadhika’s values and culture. This candidate can analyze complex data sets to inform Shadhika’s strategy.</p> <p>They are comfortable serving as the broker and translator of the impact of Shadhika’s programs on Scholars to other external stakeholders. They have the ability to 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.</p> <p>This candidate has a degree and experience in a related field. They must be willing and able to travel in India to conduct site visits and to organize the annual Leaders for Change Summit.</p> <p>Strongly Preferred:</p> <ul style="list-style-type: none"> <li>● Fluent in English and 1 or more Indian languages (especially South or East Indian languages).</li> <li>● Candidates from the LGBTQI+ community and/or minority castes and tribes are strongly encouraged to apply.</li> <li>● Knowledge of basic learning, monitoring and evaluation is a plus.</li> <li>● Comfort with remote work technology is a must.</li> </ul>
<p><b>Overview</b></p>	<ul style="list-style-type: none"> <li>● Location: Remote, in India.</li> </ul>

	<ul style="list-style-type: none"> <li>● 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 US)</li> <li>● Compensation: 8-10 lakhs INR annually (based on experience)</li> <li>● <i>Indian consultants have no provision for employee provident fund, medical insurance, at source tax deduction, and gratuity as Shadhika is not registered as an NGO in India. Consultants are expected to manage their own annual tax filing.</i></li> </ul>
<b>Salary and Benefits</b>	<ul style="list-style-type: none"> <li>● Ongoing collaboration with individuals working in international development</li> <li>● Travel in India, when it is safe again to resume.</li> <li>● 180 hours of vacation time in addition to a week off at year-end, professional development funds and ongoing professional opportunities available.</li> <li>● Monthly Internet and phone costs covered, up to 1500 INR monthly.</li> <li>● A laptop for official purposes may be provided, if requested.</li> </ul>
<b>Application Guidelines</b>	<ul style="list-style-type: none"> <li>● Email cover letter, resume, and writing sample to <a href="mailto:HR@shadhika.org">HR@shadhika.org</a> <ul style="list-style-type: none"> <li>○ Include a response to the following question in your cover letter: <i>Shadhika's tagline is "When she leads, change follows." What does it mean to you?</i></li> <li>○ Include a successful proposal or report personally authored</li> <li>○ Include 2-3 professional references</li> <li>○ Incomplete applications will not be accepted.</li> </ul> </li> <li>● No phone calls please.</li> <li>● Position open until filled. Expected start date: January 3rd, 2023</li> </ul>

### 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 non-discrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service.