

India Leaders for Social Sector

Job Description for Chief Of Staff - Founder's Office

India Leaders for Social Sector (ILSS) is a non-profit that aims to be India's preeminent leadership development organisation for the social sector. We aim to increase the effectiveness of the top 500 nonprofits in the sector by 2x to create catalytic impact at scale.

Overview

To achieve the mission, ILSS has a three-pronged approach:

- Bringing corporate talent into leadership and board positions in the social sector
- Running well-researched capacity building programs in critical domains for the social sector
- Building the social sector ecosystem to instil a strong focus on high-quality talent / talent development

Since 2017, ILSS has run successful programs like:

- **The Flagship Leadership Program** with 15 editions (across in-person and online), designed to enable senior leaders from various sectors to learn about the social sector and become part of it. The program currently has 320+ Alumni across several organisations and roles in the sector
- **The Board Program** for CXOs in the corporate sector to serve as board members for nonprofits in the social sector, and has 26 Alumni so far.
- **The Fundraising Program** with over 145 current Alumni who are leaders responsible for resource mobilisation in their respective organisation
- **The People Practices Program** which has completed its first pilot online and is gearing up for the second one
- **The Emerging Women Leaders Program**

Position Summary

ILSS is looking for a Chiefs of Staff who will be a part of the Founder-CEO's Office and as a strategist, consultant and implementer, the candidate will ensure streamlined activities within the organisation based on the priorities of the CEO. The Chief of Staff will handle day-to-day management of personnel to allow the CEO to focus on growing our business. The right candidate for the job will contribute to the long-term success of the company.

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Objectives of the Role:

- Assist and communicate with the CEO & Leadership Team in decision-making, program management, and initiative implementation.
- Review, design, and execute improvements to organisational structure; find knowledge and skills gaps and help address them.
- Improve current processes and optimise organisational procedures for efficiency and productivity.

Responsibilities:

- Manage the logistics for the CEO while working on various day-to-day tasks, on-behalf, of the CEO. These include creating presentations, documents, notes, follow-up with various stakeholders, scheduling meetings, travel follow-ups, etc.
- Prioritising and regularly tracking all the major projects across divisions and keeping the CEO updated regarding the progress and bottlenecks.
- Assisting the CEO in terms of planning, implementing and managing various projects and the proposed recommendations and projects.
- Researching, analysing and drawing valuable conclusions/ insights from the vast amount of data related to market, industry, current processes & trends and also reporting the same to the management in regular intervals.
- Serve as liaison with staff, executives, senior leaders, and CEO regarding company climate, employee well-being and engagement.
- Develop and build on relationships with all employees for increased efficiency and responsiveness of existing operations, and help define new operational strategies by working with CEO and other executives on special projects

Required Skills and Qualifications:

- Five or more years of experience in a business management or executive role
- Experience in organising and directing multiple teams and departments
- Experience in planning and leading strategic initiatives
- Excellent written and verbal communication skills
- Excellent Data Visualization & Presentation Skills.
- Strong Research & Reporting Skills.
- Excellent Critical Thinking & Problem Solving Skills.

Preferred Skills and Qualifications:

Bachelor's degree (or equivalent experience) in business administration or similar field

Consulting experience, with a focus on operations management

Proven success in a project coordination role

Nimble business mind, focused on developing creative solutions.

India Leaders for Social Sector

Location

New Delhi

Compensation

Depending on the candidate's experience, ILSS offers compensation on par with Indian philanthropy pay scales.

How to apply

If you are excited about the role, write to us at contact@indialeadersforsocialsector.com with the subject line 'Application for Chief Of Staff' and your CV & cover letter.