



Role: Relationship Associate	Reporting to: City Head
	Location: Hyderabad/Mumbai Extensive Travel involved within city

Summary:

The Relationship Associate will be responsible for recruiting school leaders (school principals) to the ISLI Fellowship. The Relationship Associate is the face for ISLI in the city, and will build and leverage key relationships with high-level stakeholders, school networks and other organisations, to meet business development (recruitment and partnerships) targets year on year. S/he should be able to persuade a school leader to enroll into the ISLI city fellowship programme.



Job Responsibilities

Business Development

- Will be responsible for bringing in school leaders for each new cycle of the ISLI City Fellowship Programme in the city.
- Identify and build partnerships with organizations working with low-income private and government schools within the city.
- Research ISLI’s target audience and maintain an active and organized database of high potential applicants.
- Conduct market research to identify neighbourhoods with high volumes of schools in ISLI’s target demographic
- Visit 5-10 schools per day, to develop relationships with school leaders and pitch the ISLI Fellowship
- Lead regular local meetings within communities for school leaders interested in learning more about ISLI’s Fellowship.
- Implement 2-3 ISLI Showcases during business development season, to provide interested school leaders a platform to meet ISLI alumni and staff, participate in a training workshop, and apply for the ISLI Fellowship.
- Track and record quantitative and qualitative business development data for key decision making at the end of each recruitment cycle.
- Drive all aspects of the school leader selection process
- Manage post-selection engagement with selected school leaders, until they officially begin the ISLI Fellowship.
- Keep City Head and National Relationship Manager updated on progress and issues regularly



Operations

- Manage event logistics, including finding venues, and making arrangements for food, transportation of school leaders, materials and technical support in coordination with the admin intern.
- Manage guest speaker needs, including arranging travel and accommodation (if necessary).
- Attend programme events and support programme team with implementation.
- Entry of programme data collected during school visits to central ISLI database, for analysis by Monitoring and Evaluation team.
- Work closely with programme managers for seamless coordination of the workshop and new cohorts.

Finance and Accounting

- Collect programme fees from school leaders, and manage ISLI processes for recording and depositing donations.
- Coordinate payment of local vendors, including liaising with ISLI finance team
- Coordinate payment and maintain records of office-related expenses.

Marketing

- Coordinate with the marketing manager on a regular basis to ensure that any programme events, highlights related to the core work of ISLI are captured in a systematic manner and shared with the Marketing Team
- Conduct meetings with specific school leaders in the city for input into the ISLI newsletter and ensure that case studies are generated on a monthly basis and share with the Marketing Team

Qualification and Experience

- Bachelor's or equivalent degree required
- 0-3 years of work experience, ideally in education sector, preferred.
- Business Development and Sales experience.

Additional skills

- Excellent oral and written communication skills
- Ability to deal with varied people and situations
- Strong presentation skills
- Strong critical thinking and problem solving skills
- Excellent Microsoft Excel, Word and Powerpoint skills
- Comfortable with Google apps for business -Gmail, Google Drive, Google Calendar etc

Contact

- Interested candidates may email their resume and cover letter to hr@indiaschoolleaders.org with subject line – “Application for Relationship Associate- City Name”

